IT TECHNICAL ASSISTANT I – DEPARTMENTAL COMPUTING
Supplemental Questionnaire (SQ2)
Announcement Number 15-19958-01

Applicants must complete this form in addition to the San Bernardino County Employment Application and regular Supplemental Questionnaire. This application and supplemental questionnaire will provide the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. Resumes are **not** an acceptable substitute. ***Work experience must also be clearly described on the San Bernardino County Application form in order for applications to be considered.***

Indicate the frequency in which you perform(ed) the following computer application tasks.

Microsoft Word

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Set paragraph text flow and add borders and shading to paragraphs	☐	☐	☐	☐	☐
2. Record, run, edit, delete, copy and rename macros	☐	☐	☐	☐	☐
3. Customize toolbars and menus	☐	☐	☐	☐	☐
4. Create and manage templates	☐	☐	☐	☐	☐
5. Insert and modify charts	☐	☐	☐	☐	☐
6. Insert and modify graphics	☐	☐	☐	☐	☐
7. Use bookmarks and fields	☐	☐	☐	☐	☐
8. Create footnotes, endnotes or table of contents	☐	☐	☐	☐	☐
9. Import and export files; paste links and embed information	☐	☐	☐	☐	☐
10. Share documents, track changes to documents and work with different document versions	☐	☐	☐	☐	☐
11. Work with data in tables, sort tables and text	☐	☐	☐	☐	☐
12. Create, edit and manage mail merge data and documents	☐	☐	☐	☐	☐

Microsoft Excel

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Sort and manage data in lists	☐	☐	☐	☐	☐
2. Filter and query data	☐	☐	☐	☐	☐
3. Use outlines on worksheets	☐	☐	☐	☐	☐
4. Use lookup and database functions	☐	☐	☐	☐	☐
5. Use PivotTables to display and chart data	☐	☐	☐	☐	☐
6. Use data tables and scenarios to make projections about data	☐	☐	☐	☐	☐
7. Protect worksheets and workbooks	☐	☐	☐	☐	☐
8. Create and use macros	☐	☐	☐	☐	☐
9. Create and use templates	☐	☐	☐	☐	☐
10. Import and export information and documents	☐	☐	☐	☐	☐
11. Create and modify data maps	☐	☐	☐	☐	☐
12. Work with custom views and Report Manager	☐	☐	☐	☐	☐

Microsoft PowerPoint

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Insert and edit animated pictures or movies	☐	☐	☐	☐	☐
2. Insert sounds	☐	☐	☐	☐	☐
3. Work with slide and title masters	☐	☐	☐	☐	☐
4. Work with handouts master or notes master	☐	☐	☐	☐	☐
5. Create custom backgrounds and color schemes	☐	☐	☐	☐	☐
6. Import Excel charts and data	☐	☐	☐	☐	☐
7. Insert text from Word	☐	☐	☐	☐	☐
8. Link objects	☐	☐	☐	☐	☐
9. Create action buttons and hyperlinks	☐	☐	☐	☐	☐
10. Pack a presentation or save for use on the Internet	☐	☐	☐	☐	☐
11. Create and run macros	☐	☐	☐	☐	☐
12. Create or customize toolbars or menus	☐	☐	☐	☐	☐

Microsoft Outlook

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Work with Newsreader	☐	☐	☐	☐	☐
2. Customize Outlook components	☐	☐	☐	☐	☐
3. Design and manage forms	☐	☐	☐	☐	☐
4. Import and Export Information	☐	☐	☐	☐	☐
5. Manage Delegates	☐	☐	☐	☐	☐
6. Archive and Retrieve items	☐	☐	☐	☐	☐
7. Work with Personal, Public and Net folders	☐	☐	☐	☐	☐
8. Create rules for incoming email conditions	☐	☐	☐	☐	☐

Microsoft Project

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create a basic project schedule with tasks and task relationships	☐	☐	☐	☐	☐
2. Edit and organize a project	☐	☐	☐	☐	☐
3. Assign resources to the tasks in a project	☐	☐	☐	☐	☐
4. Use project views to get information about a project	☐	☐	☐	☐	☐
5. Format a project	☐	☐	☐	☐	☐
6. Print views, calendars and reports	☐	☐	☐	☐	☐

Microsoft Access

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Open an existing database and define database objects	☐	☐	☐	☐	☐
2. Create a database manually or using the Database Wizard	☐	☐	☐	☐	☐
3. Create tables manually or using Table Wizard	☐	☐	☐	☐	☐
4. Edit and print tables	☐	☐	☐	☐	☐
5. Customize appearance and design of a table	☐	☐	☐	☐	☐
6. Create, manage and modify table relationships	☐	☐	☐	☐	☐
7. Create customized filters and queries	☐	☐	☐	☐	☐
8. Query records using expressions	☐	☐	☐	☐	☐

Web Designer Tools

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create and/or manage a web site	☐	☐	☐	☐	☐
2. Create and format a web page layout	☐	☐	☐	☐	☐
3. Create and implement forms	☐	☐	☐	☐	☐
4. Create, manage and modify html tags	☐	☐	☐	☐	☐
5. Create Cascading Style Sheets (CSS)	☐	☐	☐	☐	☐
6. Create or use hyperlinks, bookmarks, lists, graphics	☐	☐	☐	☐	☐
7. Create tables, framed pages, shared borders, layers	☐	☐	☐	☐	☐
8. Publish web site with FTP and/or HTTP	☐	☐	☐	☐	☐

Adobe Photoshop/ImageReady

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Design, create & edit various graphics, web buttons	☐	☐	☐	☐	☐
2. Apply layer effects to images	☐	☐	☐	☐	☐
3. Change an image's dimensions and resolution	☐	☐	☐	☐	☐
4. Work with paths, masks, filters & transparency	☐	☐	☐	☐	☐
5. Change or customize color management settings	☐	☐	☐	☐	☐
6. Use shape tools and shape layers	☐	☐	☐	☐	☐
7. Use ImageReady to optimize web files	☐	☐	☐	☐	☐
8. Create slices, image maps, rollovers & animations	☐	☐	☐	☐	☐

Adobe Illustrator

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create vector paths, draw & paint with vector shapes	☐	☐	☐	☐	☐
2. Apply effects to images ex.: 3D effect	☐	☐	☐	☐	☐
3. Use painting and drawing tools to create logos, mosaics and isometric drawings	☐	☐	☐	☐	☐
4. Work with clipping masks and opacity masks	☐	☐	☐	☐	☐
5. Vectorize photos and graphics	☐	☐	☐	☐	☐
6. Produce graphics for web as well as for printing	☐	☐	☐	☐	☐

Adobe Acrobat

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create a PDF from Word, Excel, PowerPoint, Scanner, etc.	☐	☐	☐	☐	☐
2. Combine/Split one or more PDF documents	☐	☐	☐	☐	☐
3. Compress/Optimize a PDF	☐	☐	☐	☐	☐
4. Create bookmarks, adjust the location of pages	☐	☐	☐	☐	☐
5. Create fillable PDF Forms	☐	☐	☐	☐	☐
6. Create fillable PDF Forms with calculations	☐	☐	☐	☐	☐

Indicate in the table below the amount of experience with applications/programs/languages listed, and indicate the highest version used.

Tools	# Months	Version		# Months	Version
Microsoft Word			Microsoft Visio		
Microsoft Excel			Microsoft Web Designer Tools		
Microsoft PowerPoint			Adobe Photoshop		
Microsoft Outlook			Adobe ImageReady		
Microsoft Access			Adobe Illustrator		
Microsoft Project			Adobe Acrobat (not Reader)		

Certificate of Applicant: I certify that all statements made in this supplemental questionnaire (SQ2) are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____

Signature: _____ Date: _____