

Computer Skills Checklist



Getting Started

Basic Computer Operations
Printing
Computer Care



Computer Skills for School, Work and Home

Word Processing/Desktop Publishing
Spreadsheet/Graphing
Database



Connecting With Others

Telecommunications
E-Mail
Web Browsing



Evaluating Information on the Internet

Online Research
Social, Legal and Ethical Issues



[Print Complete Checklist](#)

Getting Started



Basic Computer Operations

Printing

Computer Care

Getting Started

Basic Computer Operations

Student demonstrates the following skills:

- Start up a computer and related equipment (printer, scanner, etc.)
- Shut down and Restart the computer; use Standby, if available; know when to use each choice
- Use a mouse: point, click, double-click, drag and drop; right-click and left-click; scroll
- Insert and eject/remove diskettes, CD-ROMs, flash drives from ports or drives
- Initialize disks, drives and other media; name/re-name
- Know/Determine storage capacity of floppy/hard disks, CD-ROMs, and flash drives
- Identify and use icons and menus: click and double-click on icons; use pull-down menus; use pop-up menus; move an icon
- Identify and use windows: select, open, and move a window; resize a window; scroll in a window; activate and de-activate a window
- Create and name files/documents and folders
- Start an application and create a new document
- Open and move among more than one application at a time
- Locate adaptive/assistive hardware and software for people with special needs
- Use tutorials in software

Common terms associated with basic computer operations: (Definitions) *graphical user interface, document, application, K (kilobyte), hierarchical file system, directory, operation system, system software, RAM, ROM*

Getting Started

Printing

Student demonstrates the following skills:

- Understand how to setup and operate printer
- Choose printer (use default printer, select printer on network, if available)
- Use printing options (print preview, portrait/landscape, multiple copies, etc.)
- Load paper, letterhead, envelopes in printer and adjust paper guides
- Monitor printing (pause, resume, cancel)

Common terms associated with printing: (Definitions) *double-sided, portrait, landscape*

Getting Started

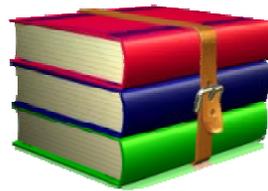
Computer Care

Student understands how to do the following:

- Protect and care for floppy disks, CD-ROMs, flash drives and other media
- Clean computer components (screen, keyboard, mouse, etc.)
- Create and maintain backup copies of key documents
- Perform basic scheduled maintenance, including operating system updates, cleaning of temporary files, etc.
- Protect against viruses; schedule regular updates and manually update
- Scan for viruses on drives, disks, and other media
- Perform basic troubleshooting techniques: check cables; quit and restart the computer, etc.
- Identify local resources for technical assistance
- Clear SPAM from files and folders

Common terms associated with computer care: (Definitions) virus, temporary files, SPAM

Computer Skills for School, Work and Home



Word Processing/Desktop
Publishing

Spreadsheet/Graphing

Database

Computer Skills for School, Work and Home

Word Processing/Desktop Publishing

Student demonstrates the following skills:

- Enter and edit text and use the following function: clipboard, cut, copy, paste, delete, and insert
- Insert and delete text; select and type over text
- Copy and move blocks of text
- Change text format and styles, margin, line spacing, tabs, etc
- Use the bulleting and numbering features
- Use word processing utilities: Spell checker, Thesaurus, Dictionary
- Create a header or a footer
- Insert date, time, page number
- Insert and edit a table; add a variety of information to the cells; add/delete rows and columns, resize columns
- Add clip art and other graphic images to the document

Common terms associated with word processing: (Definitions) cursor, format, font, style, header, spell checker

Computer Skills for School, Work and Home

Spreadsheet/Graphing

Student demonstrates the following skills:

- Interpret and communicate information in an existing spreadsheet
- Enter data in an existing spreadsheet: enter text and numeric entries in cells; use the entry bar
- Print a spreadsheet; print only selected parts
- Manipulate data within an existing spreadsheet in order to solve a problem
- Create a spreadsheet with rows, columns, headings
- Understand and create the three basic types of cells (label, value, and formula)
- Create/Copy formulas and functions to perform calculations
- Insert a spreadsheet into a word processing document
- Use AutoSum
- Utilize functions

Common terms associated with spreadsheet: (Definitions) spreadsheet, cell, data entry bar, formula, function

Computer Skills for School, Work and Home

Database

Student demonstrates the following skills:

- Use information from an existing database; search a dataset for specific information
- Enter data, add a record, and delete a record from an existing database
- Sort a database by specific fields; search for desired information given 1 criterion and given 2 criteria (using "and," "or," or "not" connectors)
- Insert database fields into word processing document

Common terms associated with database: (Definitions) *database, field, record, layout, sort/arrange, search/select/filter, mail merge*

Connecting With Others



Telecommunications

E-Mail

Web Browsing

Connecting With Others

Telecommunications

Student demonstrates the following skills:

- Determine your network Username from the college system
- Reset your college network password
- Connect to the Internet or an on-line service with a user ID and password
- Understand the purpose of security passwords

Common terms associated with telecommunications: (Definitions) *local area network, wide area network, access rights, security passwords, file server, zone, telecommunications, direct access, dial-in access, modem, baud rate, Internet, World Wide Web (WWW), telnet, voice-over IP, Messenger, IM*

Connecting With Others

E-Mail

Student demonstrates the following skills:

- Obtain a free e-mail account
- Use e-mail: compose, send, retrieve, read, reply to, forward, save, print, and delete messages
- Upload a text file (ie. resume) and send as an e-mail attachment
- Use the address book: add contacts to your Frequent Contacts list, find contacts in the college address book and in your contacts
- Create and use group addresses
- Add and delete folders; move messages to appropriate folders
- Practice appropriate netiquette

Common terms associated with e-mail: (Definitions) listserv, compose, reply, forward

Connecting With Others

Web Browsing

Student demonstrates the following skills:

- Access and use resources on the Internet and World Wide Web using a web browser
- Use a web browser to access a specific web site and to perform a specific web search
- Know the URL of the college and your department; be able to find information on these sites
- Use a web browser to perform a keyword search for specific information
- Create, delete, organize, use, and save favorites/bookmarks
- Change the web page you will use as the home page in your browser
- Download information from the World Wide Web
- Copy or save images from a web page
- Save a web page
- Comply with copyright and educational fair use policies for using any images or content you save

Common terms associated with web browsing: (Definitions) web browser, URL, fair use

Evaluating Information on the Internet



Online Research

Social, Legal and Ethical Issues

Evaluating Information on the Internet

Online Research

Student demonstrates the following skills:

- Search for materials using keywords
- Identify and use primary sources of information
- Use advanced search
- Choose the appropriate online research tool to use for the specific task
- Use appropriate bibliographic format for citations of electronic resources
- Evaluate the information for accuracy, credibility, relevancy, timeliness, cultural sensitivity, and appropriateness
- Compare sources for different viewpoints and bias from Internet resources
- Locate free computer skills instructional resources on the Internet

Common terms associated with online research: (Definitions) primary source, citation, bias

Evaluating Information on the Internet

Social, Legal, and Ethical Issues

Student demonstrates the following skills:

- Comply with copyright and educational fair use policies for using all electronic material
- Comply with college rules, regulations, and guidelines
- Understand safe and healthy use of technology hardware
- Know how to obtain permission to use copyrighted materials, pay royalty fees, etc.
- Understand social, legal, and ethical issues related to technology use, such as network security, Acceptable Use Policy, personal responsibility, and child protection
- Model legal and ethical practice related to technology use

Common terms associated with social, legal, and ethical issues: (Definitions) fair use, royalty fees