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

Basic Computer Operations Printing Computer Care

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Getting Started

Basic Computer Operations   Printing   Computer Care

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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*

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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*

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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*

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Computer Skills for School, Work and Home

Word Processing/Desktop Publishing   Spreadsheet/Graphing   Database

Computer Skills for School, Work and Home

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*

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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*

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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*

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