Basic Software Skills and Knowledge Checklist

_____ I can locate and launch desired applications.

_____ I can search for and find a file using the computer's search function.

_____ I can name, save, and delete files.

_____ (Mac users) I can manage basic Mac OS commands such as open my hard drive, empty the TRASH, locate and use primary FINDER operations.

_____ (PC users) I can manage basic Windows/desktop commands such as open MY COMPUTER, empty the RECYCLE BIN, locate and use the START button and use the TASK BAR.

_____ I can open the control panel and change the display settings.

_____ I know that there are multiple operating systems for computers. I can create files that are compatible to multiple systems.

_____ I can create and manage files and file folders. I can move and rename those files and folders.

_____ I can launch an application, create a document, use the copy/paste and cut/paste commands, change fonts: type, size, color and style, add clip art to documents, use numbering, bullets, and color in documents and use the spell checker.

_____ I can state the basic legal aspects of software, image use and material that has a copyright.

_____ I can save work in various ways on various storage devices. I understand file types (.docx, .dotx, .txt, .rtf).

_____ I can launch several programs and multitask using a computer.

_____ I can set-up page (vertical and horizontal).