

Basic Computer Skills Checklist

Mrs. Scheree A. Datcher, Presenter
Basic Computer Session

<i>Basic Computer Skills</i>	<i>Completed (Y or N)</i>
Turn Computer on	
Log on with a user name and password (if applicable)	
Successfully complete vocabulary quiz	
Successfully open, navigate and close software (WordPad, Office 365, QuickBooks, etc). Navigation includes doing the activities such as click, listen, drag or type.	
Shut down computer	

<i>Basic Word Processing Skills</i>	<i>Completed</i>
Open Microsoft Word	
Open a new document	
Complete Word Processing Practice Activity with no more than 5 errors.	
Save a document	
Open an existing document	
Print preview	
Print a document (if applicable)	
Close a document	

<i>Email Skills</i>	<i>Completed</i>
On the Internet, go to www.google.com	
Create a gmail account if you don't already have one	
Compose an email	
Send an email to the <i>presenter</i>	
Save an email address in your contact list	
Reply to an email	
Send an email with an attachment to the <i>presenter</i>	

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<i>Internet Skills</i>	<i>Completed</i>
Open Internet Explorer	
Correctly type a website of your choice. Navigate the site according to your teacher's instructions. For example: <ul style="list-style-type: none">• www.walmart.com• www.abc3340.com• Free YouTube movies• Online Banking, etc.	
Navigate the Internet for <u>useful</u> information. Here are some suggestions. You may choose more than one. <ul style="list-style-type: none">• If you are a volunteer, go to your company's website and navigate Homepage.• For driving directions or to get a map:<ul style="list-style-type: none">○ www.google.com click Maps then Get Directionsor○ www.mapqwest.com click Get Directions or Get Map• If you want to challenge your mind, go to<ul style="list-style-type: none">○ www.mindgames.com• If you want to find fun online games, go to www.aarp.org• Go to your city's website and find information	