

# EL/Civics Computer Skills Assessment

Basic Computer Skills	Yes, I can do this.	No, I cannot do this.	
		Before	After
Turn off, turn on <b>computer, monitor</b> and <b>printer</b>			
Name the basic parts of a <b>computer workstation</b> :			
<b>Mouse</b>			
<b>Keyboard</b>			
<b>Monitor</b>			
<b>Computer</b>			
<b>Floppy Drive</b>			
<b>CD-Rom Drive</b>			
<b>Headphones</b>			
<b>Speakers</b>			
Can explain what the <b>hourglass</b> means			
<b>Basic Word Processing Skills</b>			
Open a <b>program</b> using the <b>START</b> menu			
Open a <b>program</b> using a <b>desktop icon</b>			
Exit a <b>program</b>			
Find a <b>file</b>			
Create a <b>file</b>			
Save a <b>file</b> with a new <b>filename</b>			
Close a <b>file</b>			
Minimize and maximize a <b>screen</b>			
Find <b>HELP</b> screen			
Find the <b>RECYCLE BIN</b>			
Find the <b>TASK BAR</b>			
Find the <b>VOLUME CONTROL</b>			
Find the <b>TIME</b>			
Use a <b>drop down</b> menu			
Use <b>redo</b> or <b>undo</b> buttons to correct a mistake			
Move <b>cursor</b> using <b>mouse</b> and <b>arrow keys</b>			
Correct a mistake using the <b>backspace</b> and/or <b>delete</b> keys			
<b>Cut</b> and <b>paste</b> parts of a <b>document</b>			
<b>Copy</b> a <b>URL</b> onto a <b>word processing document</b>			
Change <b>font size</b> and <b>color</b> in a <b>document</b>			
Use <b>bold</b> , <b>italic</b> and <b>underline</b> buttons to format <b>text</b>			
Set <b>margins</b>			
Use <b>SPELL CHECK</b> button			

<b>Print a document</b>			
Use <b>PRINT PREVIEW</b> to look at a document before printing			
Change <b>drives</b> from <b>hard drive</b> to <b>floppy drive</b>			
<b>Basic Internet Skills</b>			
Use the <b>BOOKMARK</b> button to save a <b>site</b>			
Identify a <b>URL</b>			
Type a <b>URL</b> into a <b>field</b> or <b>text box</b>			
Use <b>BACK</b> and <b>FORWARD</b> buttons			
<b>Navigate</b> from one <b>page</b> to another by <b>clicking</b> on a <b>link</b>			
Use a <b>search engine</b> like Yahoo to <b>search</b> for information			
Identify a <b>site</b> that has already been visited			
<b>Print a Web page</b>			
<b>General Advanced Skills</b>			
Use <b>PAGE SETUP</b> to set <b>margins</b> , <b>paper orientation</b> and <b>vertical alignment</b>			
Move <b>documents</b> and <b>files</b> to different <b>folders</b>			
Add a <b>graphic image</b> to a <b>document</b>			
Find <b>properties</b> of a <b>document</b>			
<b>Scan</b> a photograph or <b>document</b>			
Create a <b>Web page</b> using <b>HTML</b> or a <b>Web authoring software program</b>			
Use <b>e-mail</b> to send and receive messages			
<b>Computer Software</b>	<b>Yes, I have used this.</b>	<b>No, I have not used this.</b>	
<i>Let's Talk English</i>			
<i>The Oxford Picture Dictionary</i>			
<i>Road to Citizenship</i>			
<i>Rosetta Stone</i>			
<i>Tell Me More English</i>			
<i>Smart Start English</i>			
<i>PC 100 Basic Skills</i>			
<i>PC 110 Files and Folders</i>			
<i>PC 125 The Internet</i>			
<i>PC 140 Basic Word Processing</i>			