

Name: \_\_\_\_\_

### Computer Skills Checklist:

**Level 1 Skills:** *These are basic skills that everyone must know to work with computers at this school.*

#### Working with Computers by Themselves

- Turning the computer on.
- Shutting the computer off.

#### Working with Programs

- Starting Microsoft Word.
- Opening a document from the hard drive.
- Saving a document to the hard drive.
- Changing to a new, blank document.
- Using Save As to create new documents.
- Printing a document.

#### Working on a Network of Computers

- Logging on to the network.
- Logging off the network.
- Getting a new password.
  
- Opening a document from the floppy drive.
- Opening a document from the network drive.
- Saving a document to the floppy drive.
- Saving a document to the network drive.
- Selecting a printer on the network.

**Level 2 skills:** *These skills are essential if you want to use your time at the computer to type, edit, organize, and format your documents.*

#### Using the Keyboard

- Starting new paragraphs with the *Enter* key.
- Using the *Tab* key.
- Using the *Shift* and *Caps Lock* keys.
- Using the *Delete* and *Backspace* keys.

#### Formatting the Document

- Aligning Left, Right, Center, and Justified.
- Using **Bold**, *Italics*, and Underline.
- Changing the size of type (8, 12, 16, etc.).
- Changing the font (Times, Arial, **Impact**, etc.).

#### Using the Mouse

- Selecting words.
- Selecting lines and paragraphs.
- Inserting words into previous lines.

#### Editing the Document

- Using Cut, Copy, and Paste.
- Using the Spelling and Grammar Checker

**Level 3 Skills:** *These skills are useful if you want, to add tables, graphs and pictures to your document, and to make the best use of your time while working at the computer.*

- Moving a section of text using only the mouse (blocking and dragging).
- Setting and changing margins.
- Previewing the document before printing.
- Double-spacing a paragraph and an entire document.
- Indenting one or many paragraphs.
- Using bullets and numbered lists.
- Inserting and changing a table.