



Name \_\_\_\_\_

## *Adult Education Computer Checklist*

*Check all skills below that you are able to perform.*

### *Basic Operations*

- Turn the computer and monitor on and off.
- Turn the volume up and down.
- Log on with user name and password using the keyboard.
- Use the mouse: point, click, double-click, drag and drop, right click, left click, and scroll.
- Use windows: open, resize, minimize, and close.
- Insert a flash drive or CD, open and view its contents.
- Create, name, save, and print files.
- Create folders to organize files.
- Identify and use icons, move an icon on the screen.
- Use menu bar, pull-down menus, pop-up menus, and dialog boxes to enter commands.

### *Printing*

- Select correct printer.
- Use printing options (print preview, portrait/landscape, # of copies, color, etc.)
- Print only specific pages or a selected part of a document.

### *Internet and E-mail*

- Open up *Firefox, Explorer, or Chrome* internet browser.
- Use the keyboard to access a specific website by typing its address (URL.)
- Use keywords to conduct an Internet search for information.
- Copy and paste or save text and images from an internet page.
- Create, use, and organize favorites and bookmarks.
- Open new windows while using the Internet, navigate between them.
- Close all documents and programs correctly to save information (Log out)
- Set up a free Internet email account.
- Retrieve, read, and respond to e-mail.
- Send an e-mail.
- Attach documents or images to an e-mail.

## *Word Processing*

- Open up *Microsoft Word*.
- Use the keyboard to type sentences and paragraphs in *Microsoft Word*.
- Select and edit text.
- Copy and move blocks of text.
- Use the following functions: cut, copy, paste, delete.
- Change text format and styles, margins, line spacing, etc.
- Use bullets and numbering features.
- Use spell checker, thesaurus and dictionary.
- Create a header or footer, insert desired information.
- Insert images into a text document.
- Save files to computer, use *save as* to save to a different location.
- Save Microsoft word files as PDF files.

## *Power Point*

- Open *Power Point*, select different themes and slide designs.
- Use the keyboard to type text in the Power Point slides.
- Insert graphics into Power Point slides.
- Use basic design features to create appealing slides.
- Open and play a slide show.
- Using the file command, print Power Point slides in different formats.

## *Excel*

- Create a spreadsheet with headings, rows, and columns.
- Format cells that are appropriate for text or numerical entries.
- Insert data into cells.
- Use the sort feature to arrange data alphabetically or numerically.
- Use the filter feature to select specific data.
- Use auto sum.
- Use the functions menu to select and apply formulas to perform basic operations.
- Print all or a selected part of an excel worksheet page.