

Computer Literacy *PRE-Check*

Current Date

If you want to submit the form by email when you are done, click on the SUBMIT BY EMAIL button on the last page if you. Otherwise go to FILE -> Print and print your results on your printer.

Name	<input type="text"/>
Program	<input type="text"/>
EMAIL	<input type="text"/>

Level		Please click the box next to any item that you can do on a computer:
L #1	<input type="checkbox"/>	1. Can identify computers and other technology (i.e. VCR, fax machine).
L #2	<input type="checkbox"/>	2. Has had some experience using a computer.
	<input type="checkbox"/>	3. Can identify computer hardware (i.e. CPU/Processor, Monitor, Keyboard Mouse, Printer).
	<input type="checkbox"/>	4. Can turn on a computer.
	<input type="checkbox"/>	5. Can shut down Windows properly.
	<input type="checkbox"/>	6. Can move the mouse pointer and make it go where she/he wants it.
	<input type="checkbox"/>	7. Can click a mouse (pointing device).
	<input type="checkbox"/>	8. Can double click a mouse.
	<input type="checkbox"/>	9. Can "click and drag" a mouse.
	<input type="checkbox"/>	10. Can use the keyboard (not necessarily with the proper typing skills)
	L #3	<input type="checkbox"/>
<input type="checkbox"/>		12. Can move and resize windows.
<input type="checkbox"/>		13. Can use menus and toolbars.
<input type="checkbox"/>		14. Can use scroll bars.
<input type="checkbox"/>		15. Can explain the difference between a program and a document.
<input type="checkbox"/>		16. Can start a new program by double-clicking an Icon.
<input type="checkbox"/>		17. Can start a program from the Start Menu.
L #4	<input type="checkbox"/>	18. Can create a file using various Windows Accessories programs
	<input type="checkbox"/>	19. Can open a document from the hard drive and floppy drive using a word processing program. (i.e. Word, Works, Notepad)
	<input type="checkbox"/>	20. Can save a document using a word processing program.
	<input type="checkbox"/>	21. Can close a document using a word processing program.
	<input type="checkbox"/>	22. Can create a document using a word processing program.

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	<input type="checkbox"/>	23. Can format a text within a word processing document (i.e. bold, underline, italic, f size).
	<input type="checkbox"/>	24. Can edit a text within a word processing document.
	<input type="checkbox"/>	25. Can print a word processing document.
	<input type="checkbox"/>	26. Can change the desktop background screen settings
	<input type="checkbox"/>	27. Can change the date and time properties
	<input type="checkbox"/>	28. Can open and view the contents of "My Computer"
	<input type="checkbox"/>	29. Can view folders and files
L #5	<input type="checkbox"/>	30. Can create a folder
	<input type="checkbox"/>	31. Can move folders and files.
	<input type="checkbox"/>	32. Can delete and restore folders and files.
	<input type="checkbox"/>	33. Can rename folders and files.
	<input type="checkbox"/>	34. Can create a shortcut to a file on the desktop.
	<input type="checkbox"/>	35. Can find a file.
	<input type="checkbox"/>	36. Can describe the function of peripheral devices (i.e. scanner, printer, mouse, dig i camera).
	<input type="checkbox"/>	37. Can open a spreadsheet.
	<input type="checkbox"/>	38. Can save a spreadsheet to the hard drive or floppy drive.
	<input type="checkbox"/>	39. Can close a spreadsheet.
	<input type="checkbox"/>	40. Can create a "simple" spreadsheet (i.e. personal budget, timesheet).
	<input type="checkbox"/>	41. Can print a spreadsheet.
	<input type="checkbox"/>	42. Can enter data into a database.
	<input type="checkbox"/>	43. Can explain the difference between data and information.
	<input type="checkbox"/>	44. Can create a simple database (i.e. mailing list)
	<input type="checkbox"/>	45. Can open and modify a database
	<input type="checkbox"/>	46. Can print a report from a database
	<input type="checkbox"/>	47. Can close a database
	<input type="checkbox"/>	48. Can select the correct productivity software for a given task
	<input type="checkbox"/>	49. Can start a web browser (i.e. Netscape Navigator, Internet Explorer)
	<input type="checkbox"/>	50. Can open a web page when given a web address (Universal Resource Locator or "URL")
	<input type="checkbox"/>	51. Can set up a free Internet e-mail account
	<input type="checkbox"/>	52. Can compose and send e-mail
	<input type="checkbox"/>	53. Can retrieve, read, and respond (i.e. reply) to e-mail
	<input type="checkbox"/>	54. Can attach a file an e-mail message
	<input type="checkbox"/>	55. Can receive and open an attached file

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	<input type="checkbox"/>	56. Can open a web page and follow hypertext links
	<input type="checkbox"/>	57. Can add a web page to the "Favorites" or "Bookmarks" list.
	<input type="checkbox"/>	58. Can access a web page from the "Favorites" or "Bookmarks" list
	<input type="checkbox"/>	59. Can print a web page
	<input type="checkbox"/>	60. Can use and Internet search engine
	<input type="checkbox"/>	61. Can set up a "dial-up" Internet connection
	<input type="checkbox"/>	62. Can Install or remove a program to or from the hard drive
	<input type="checkbox"/>	63. Can transfer photographs from a digital camera to a personal computer
	<input type="checkbox"/>	64. Can print an image
L #6	<input type="checkbox"/>	65. Can add an item to the "Start Menu"
	<input type="checkbox"/>	66. Can customize the "Taskbar"
	<input type="checkbox"/>	67. Can manage e-mail messages (i.e. creating folders, creating rules
	<input type="checkbox"/>	68. Can create a database that contains expressions (formulas).
	<input type="checkbox"/>	69. Can identify the uses of and create macros
	<input type="checkbox"/>	70. Can utilize the productivity of software as a true integrated system
	<input type="checkbox"/>	71. Associate a file with the program that it was created in based on the file extension
	<input type="checkbox"/>	72. Can design and format a homepage
	<input type="checkbox"/>	73. Can identify programming languages commonly used today
	<input type="checkbox"/>	74. Can provide detailed instruction to other students in the room in the use of various types of software (i.e. productivity, educational)