

Computer Skills Checklist

General Information

Name the parts of the computer

Turn the computer on and off

List the storage devices

Name the parts of a window

Create a folder

Microsoft Word

Move within a document using either the mouse or a keyboard

Open and close a document

Save/Print a document

Cut, copy and move text

Format characters and paragraphs

Internet Explorer

Type a web address

Use Back and Forward buttons

Find information on the Internet

Follow links

Copy and paste information from the Internet

Evaluate a website

Use the Internet safely

Email

Send an email message

Attach a file to an email message