

Technology Proficiency Checklist

The following technology proficiencies are necessary for all of us, to be fully engaged in the digital world. Rate yourself to see how you're doing and where you can learn.

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
Basic Computer Skills			
Turn on & shut down the computer			
Turn the monitor on and off			
Know basic parts of the computer: monitor, CPU, mouse, keyboard, CD drive, USB port, printer			
Use the mouse: left-click, right-click, drag and drop			
Know how to use the keyboard			

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
Windows Operating System			
Start a program from the Start menu			
Manage computer settings from the Control Panel			
Exit a program			
Save files			
Change file name or location using Save As			
Minimize and maximize a window			
Scroll within a document			
Manage multiple windows using the taskbar			
Use menus and toolbars			
Use the Help feature in programs			
Find and open files by browsing from within a program			
Find file icons and open them			
Drag files to a new location			
Copy files and paste them into a new location			
Understand the difference between files and folders			
Make a new folder			
Delete a file or a folder			
Empty the recycle bin and restore files from the recycle bin			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			
Tab between fields			
Respond to dialog boxes			

Proficiency	How am I doing?		
Troubleshooting	Know really well	Know a little	Don't know
Check the various connections in the back of the computer			
Reboot the computer			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			

Proficiency	How am I doing?		
Printers and Printing	Know really well	Know a little	Don't know
Turn the printer on and off			
Load paper			
Clear a paper jam			
Replace toner			
Use print preview			
Switch between portrait and landscape printing			
Print specific pages or selections			
Print multiple copies			

Proficiency	How am I doing?		
External Storage Devices	Know really well	Know a little	Don't know
Know the difference between floppy discs, CDs, and flash drives			
Insert floppy discs, CDs, and flash drives and access the files they contain			
Copy files to external storage devices			
"Burn" or copy to a CD			

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
File Management			
Understand the differences between files and folders			
Copy and paste, drag and drop within files and whole files/folders			
Navigate in the file structure to open, save, or delete files or folders			
Empty and or recover files from recycle bin			
Understand file extensions (.docx, .xls., .pptx)			
Create files and folders			
Move files between folders or drives			
Copy files between folders, to flash drive or other external storage device			
Delete files and folders			
Back up files – to a website, a USB device, to CD, to a network drive			
Open and save a file			
Rename a file or folder			
Create a shortcut to a file, a folder, or program			

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
Word Processing			
Insert, edit text			
Change font and font size			
Align text: left, right, center			
Bold, italic, underlined text			
Change line spacing			
Change margins			
Cut, copy and paste			
Use spell check			
Copy text from web into Word and clean it up			
Use Print Preview & print selection			
Understand different word processing file types (i.e. .doc, .docx, .pdf)			

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
Internet and Web Browsers			
Understand what a web browser does			
Understand what a URL or web address is			
Understand the difference between a search box and the address bar			
Find and open Internet Explorer and Firefox			
Type in a web address			
Navigate using links			
Use Back, Forward, Home buttons			
View the browsing history			
Delete history and temporary files			
Fill out an online form			
Add, delete and organize bookmarks or favorites			
Use a search engine			
Print all or part of a web page			
Use the Find command			
Change the text size			
Download a file from the Internet			

Proficiency	How am I doing?		
	Know really well	Know a little	Don't know
Email			
Access webmail by typing in web address			
Log into account			
Read, archive, and delete messages			
Send messages to one recipient or to multiple recipients			
Reply to and forward messages			
Print messages			
Open & download attachments			
Send attachments			
Understand basic email etiquette			

Proficiency	How am I doing?		
Electronic Reading Devices	Know really well	Know a little	Don't know
Downloading ebook content			
Connecting device and transferring content			
Understand ebook file types and compatible devices			

Proficiency	How am I doing?		
Digital Camera and Images	Know really well	Know a little	Don't know
Taking digital pictures			
Connecting camera and transferring photos to computer			
Uploading photos to email, photo sharing websites, Facebook, etc			
Managing and organizing photos on computer			
Editing photos in photo editing software, i.e. Picasa, Microsoft Photo Manager			

Proficiency	How am I doing?		
Social Networking	Know really well	Know a little	Don't know
Familiar with social networking tools			
Understand privacy issues			
Edit options and settings			
Upload content such as photos and videos			

Proficiency	How am I doing?		
Social Networking	Know really well	Know a little	Don't know
Download music			
Understand file types (wma, mp3)			
Manage and organize music			
Understand file sharing and copyright infringement issues			