Basic Computer Skills   **Public Version**

You Passed!

95.4 %

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MASTERED SKILLS

You answered all questions correctly for the skill standards below

› 1

Distinguish between different types of devices (tablets, desktop and laptop computers)

› 2

Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen)

› 3

Log on to and shut down a computer

› 4

Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock)

› 5

Identify types of mice: mouse and touchpad

› 7

Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click)

› 8

Drag and drop

› 10

Access and control audio output features (volume, mute, speakers and headphones)

› 11

Identify icons on desktop

› 12

Demonstrate ability to trash and retrieve items using the trash or recycle bin

› 13

Demonstrate understanding that it is possible to customize a computer for increased accessibility (customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor)

› 14

Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility, and that different versions may be installed on different computers

› 15

Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage)

› 16

Identify whether or not a computer is connected to the internet

› 17

Identify and locate camera and mic on laptops, tablets

› 18

Turn computer and monitor on and off

SKILLS TO IMPROVE

You answered one or more questions incorrectly for the skill standards below

• 6

Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links))

• 9

Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling)