

Code Cooperative Digital Literacy Skills Checklist

Name:

Date:

Skills	Very confident	Quite confident	Not confident	Not sure what this means
Computer Basics				
Using a computer's mouse				
Using a computer's keyboard				
Creating files and folders				
Finding files and folders				
Editing and saving files				
Deleting files and folders				
Finding and opening applications				
Installing new applications				
The Internet				
Connecting your computer to the Internet				
Finding and opening websites				
Navigating within websites				
Downloading and saving information or files from the Internet				
Search				
Using Google to search for information				
Navigating Google's search results page				
Identifying trustworthy information				
Using Google maps for directions				
Email				
Creating and logging into an email account				
Opening and reading emails				

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Email				
Composing, sending, replying to, and forwarding emails				
Writing professional emails				
Downloading and attaching email attachments				
Managing email recipients by using "Reply All" and CC/BCC fields				
Recognizing spam email				
Organizing and deleting emails				
Searching for specific emails				
Digital Security				
Creating and logging into online accounts				
Creating and tracking secure passwords				
Identifying online scams				
Browsing the web securely or privately				
Social Media				
Using Facebook				
Using Twitter				
Using LinkedIn				
Productivity				
Using Microsoft Word or Pages for word processing				
Using Microsoft Excel or Numbers to create and edit spreadsheets				
Using Google Drive, Google Docs, and Google Sheets to create and edit documents online				

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Productivity				
Using a Calendar application for scheduling				
Mobile Devices				
Navigating your mobile device				
Viewing and updating your mobile device's settings				
Connecting to the Internet and browsing the Web				
Using a Maps application for directions				
Using communication applications (Messages, Mail)				
Downloading applications				