Computer Skills for Students

Note for teachers and administrators:

Here is a detailed list of the computer skills your students need to know. The skills are organized into levels and the levels are ordered by importance.

Each skill is written as a concrete task so that students can demonstrate when they've mastered each skill. To keep a record of which skills have been mastered, you can print this list and check off (or initial) next to each skill after the student has shown you s/he can correctly complete the task listed.

The skills listed here can be applied to most school technology setups, including those with limited or no Internet access, BUT before using with students, you should review this list and modify as needed for your school's technology setup.

Checklist:

Level 1 | Basic Computer Skills

- Discuss how to take care of the computer.
- Name 3 parts of the computer. Describe what they do and how to use them.
- Describe 3 ways that you can use the computer.
- Demonstrate how to log in and log out of the computer.
- Demonstrate how to use a mouse:
    - Point
    - Click
    - Double-click
    - Drag and drop
    - Right-click
    - Left-click

- ○ Scroll
- Identify the Start button

- Demonstrate how to search for an application

- Identify the task bar in an application window

- Demonstrate how to use windows:

  - ○ Select a window
  - ○ Open a window
  - ○ Move a window
  - ○ Resize a window
  - ○ Scroll in a window
  - ○ Activate and de-activate a window
  - ○ Close a window
- Demonstrate how to open and move among more than one application at a time

- Demonstrate how to start an application and create a new document

- Demonstrate how to create and name files/documents and folders

- On a USB stick, demonstrate how to:

  - ○ Create a folder
  - ○ Save a file
  - ○ Rename a file
  - ○ Open a file
  - ○ Delete a file
- Demonstrate how to print a document

- Demonstrate how to load paper into the printer

- Demonstrate how to monitor printing (pause, resume, cancel)

- Demonstrate how to connect to the wifi

  - ○ Find icon to see if connected to wifi
  - ○ Open window to see all wifi options
  - ○ Connect to school's wifi

Level 2 | Educational Games on the Computer

- Explain how playing educational games can help you learn more.

- Demonstrate how to search for educational games on the computer.

- Demonstrate how to open an educational game.

- Demonstrate how to find an activity/level within that game that is appropriate for your age/class.
- Demonstrate how to play the game.
- Demonstrate how to quit/close the game.
- Identify TWO games on the computer that will help you learn more and explain what you might learn from each game.

Level 3 | Using Computers for Learning

- Demonstrate how to find a video on Khan Academy that you could use to review a lesson.
- Demonstrate how to find an article on Wikipedia that you could use to review a a lesson or research for an assignment.
- List the computer lab directions/rules/expectations.
- Describe what might happen if you do not follow the computer lab directions.
- Explain what you should do if you have an issue using your computer or it stops working.

Level 4 | Word Processing

- Demonstrate how to open a word processing application
- Demonstrate how to create a new file
- Demonstrate how to insert and delete text
- Demonstrate how to use the following functions:
    - Cut
    - Copy
    - Paste
    - Delete
    - Insert
- Demonstrate how to add clip art and other graphic images to the document
- Demonstrate how to create and name files/documents and folders
- On a USB stick, demonstrate how to:
    - Create a folder

- ○ Save a file
- ○ Rename a file
- ○ Open a file
- ○ Delete a file
- Do ONE of the following:

  - ○ Using a word processing application, type a letter to your teacher describing what you hope to learn this year in your class.
  - ○ Using a word processing application, type a short biography of yourself describing your family, your interests and your future goals.
  - ○ Using a word processing application, create a flier for an event at your school, like a football game or formal dance.

Level 5 | Presentations

- Demonstrate how to create a new presentation file.

- Demonstrate how to insert and delete text

- Demonstrate how to use the following functions:

  - ○ Cut
  - ○ Copy
  - ○ Paste
  - ○ Delete
  - ○ Insert
- Demonstrate how to change:

  - ○ Text size
  - ○ Text style
  - ○ Text color
  - ○ Line spacing
- Demonstrate how to use the bulleting and numbering features

- Demonstrate how to add clip art and other graphic images to the presentation

- Demonstrate how to add a new slide to a presentation.

- Demonstrate how to re-order the slides

- Demonstrate how to delete a slide

- Demonstrate good presentation skills using a projector

  - ○ Where to stand
  - ○ Where to look
- Do ONE of the following:

- Using a presentations application, create a presentation about yourself.
- Using a presentations application, create a presentation that explains how to create presentations.
- Using a presentations application, create a presentation about your favorite book describing the characters, the story and why you like it.