

Computer Literate

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1 Introduction

Computer literate needs knowing a little about computer technologies; can use personal computer for some classic works, can select which application or hardware is suitable for his/her work. He/she needs only find suitable application for his/her work, he/she needn't know about background processes of system.

2 Computer Literate Skills

We assume that people who defined as computer literates know information and have skills below. Computer literate may not do all the things below without any mistake in some situations; in some situations some problems that beyond users power appears and user may not do basic processes. Still assuming the user has skills below in ideal environment.

2.1 Basic Skills

- Can power on/off monitor, configure it for best view.
- Can check power cable is connected and power supply is working.
- Can use mouse.
- Can configure and use printer.
- Can configure and use web browser.
- Can mount/demount hardwares.
- Can select which application is necessary for his/her work.
- Can select and buy hardware.
- Can use different kind of storage devices like Floppy, CD, DVD, USB Disk, USB Stick etc.
- Can use burn CD/DVD.
- Can use technologies that uses computer technology, make connection between them (mobile phone, pda, digital camera etc.)

2.2 Desktop Skills

- Knows install/update/uninstall software.
- Knows what is desktop environment, what he/she can do with it, how to customize. (wallpaper, clock configuration, sound configuration, resolution and colors, themes, icons etc.¹)
- Can manage files.
 - Can create file/directory.
 - Can use desktops copy/paste/cut features.
 - Can delete file/directory.
- Can transport, save and backup datas.
- Knows how to exit a application.
- Knows archiving, compressing and opening.
- Knows existing of help files, can use them when gets problem with softwares.
- Knows disk formatting.
- Can use file sharing on network.
- Can use multimedia technologies (audio, video, graphics, radio/TV etc.).

3 Personal information management and office applications skills

- Can use office applications like word processing, presentation, spreadsheet etc.
- Can use personal information manager applications like organizer, address book etc.

4 Internet skills

- Knows how to connect internet.
- Can use web browser, surf in the internet, use search engines.
- Can use e-mail.

¹can defined as “appearance” generally

- Uses internet to make life easier (banks, e-commerce etc.), not only for get information and have fun.
- Can install plugins if required by programs.
- Can download files from internet.
- Can connect and use another computer.
- Can use file sharing programs.
- Can create and edit personal web site with visual tools.