Computer Skills Checklist

Instructions

Start from **1** to **10**. Each step will involve using the computer to complete some task. It will also tell you what to record or save in order to show "proof" you have done the task. You will submit a saved .zip file with your "proof" to be graded. You may skip around the steps but do **1** first and **10** last. Keep in mind that some steps need past steps to be completed first.

1. **File Manager**
   Open your File Manager (Windows is File Explorer)
   Navigate to your Documents Folder
   Create a new Folder/Directory
   Name it "Assignment_1_Submission"

2. **Saving Pictures**
   Find 3 images online that you relate to
   Save those images and rename them
   Save 3 images and put them into the Folder you made in **1**

3. **Flash Drive**
   Using the flash drive COPY over the files into your Folder from **1**

4. **Unzip Compressed Files**
   Look at the files from **3**
   Extract the file "CompressedFolder.zip" into your Folder from **1**

5. **Install Python**
   Download URL: https://www.python.org/downloads/ ← Python 3.13.5

6. **Install VSCode**
   Download URL: https://code.visualstudio.com/download

7. **Screenshot**
   Open a command terminal
   Run "python --version"
   Take a screenshot of your whole screen named "whole_screen"
   Take a screenshot of just the terminal named "terminal"
   Save them in your Folder from **1**

8. **Run Python Script + Record Screen**
   Look at the files from **3**
   Open a command terminal in the same directory/folder
   Run "python myScript.py"
   Record your screen the terminal as it runs
   Save the recording as "running_python" in your Folder from **1**

9. **Open VSCode**

   Navigate to the script "myScript.py" from **3**

   Look at the first line and change *replace* in [**name=*"replace"***] to your name

   Save the changes to the file

10. **Finish**

    Compress your Folder from **1** into a .zip file

    Email it to skhek@illinoistech.edu