

	Basic Computer Skills
Skill Area	Foundational Level
	Student will demonstrate skills at the foundational level upon entrance to IVCC.
Keyboard/ Mouse	<p>Enter text at 20 wpm.</p> <p>Apply basic key functions (Space Bar, Return/Enter key, Shift Key, Arrow Keys, Delete/Backspace, Tab Key).</p> <p>Point, Click, Double-Click and select text with mouse in Windows programs.</p> <p>Scroll with mouse or keyboard.</p> <p>Turn on/off Num-Lock.</p> <p>Differentiate between Mouse Pointer, Insertion Point, I-beam and hand pointer.</p>
Computer Concepts	<p>Turn on a computer; launch specific, pre-loaded programs from Desktop Icon or Menu Bar.</p> <p>Exit/quit an application and/or file and Shutdown computer properly.</p> <p>Understand computer literacy.</p> <p>Navigate toolbars, windows, menus, submenus, tabs and dialog boxes.</p> <p>Select appropriate software (word processor, presentation, browser, database, spreadsheet, etc.)for the task.</p> <p>Insert and eject floppy disks, CD-ROMs and USB drives properly.</p> <p>Identify components of Windows environment with correct terminology.</p> <p>Manipulate windows with Minimize, Restore and Maximize.</p> <p>Differentiate Operating System Software and Application Software.</p> <p>Run more than one Program simultaneously and Navigate between Multiple Open Windows.</p> <p>Print multiple copies of a document.</p> <p>Identify file types, .doc, .docx, .rtf, .pdf, .pptx</p>
File and Disk Management	<p>Create or Open File.</p> <p>Save file with meaningful name to specific location.</p> <p>Save Copy of file using Save As.</p> <p>Use file system to manage files.</p> <p>Create a folder with meaningful name.</p> <p>Save, Open, place documents in subdirectories/folders.</p> <p>Understand alternatives of using Hard Drive Floppy, Zip, CD-R, CD-RW disks and USB drives for storing information.</p>

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Word Processing	<p>Type text and line break (Character Keys, Space Bar, Return/Enter Key and Word-Wrap).</p> <p>Edit text: Delete (Delete Key or Backspace Key).Insert(Cut, Copy, Paste).</p> <p>Create a New word processing document, Save, Print and Reopen the document.</p> <p>Format text (Bold, Italics, Underline, Alignment, Font Sizes and Typeface).</p> <p>Apply Undo and Redo features.</p> <p>Format document (Margins, Orientation Headers, Footers, Page Numbering).</p> <p>Format paragraph (Tab, Indent, Hanging Indent, Line Spacing)</p> <p>Identify Spelling and Grammar feature.</p>
Electronic Mail	<p>Access Email System using Login and Password.</p> <p>Change password.</p> <p>Open/Close, Reply to, Delete and Print Messages.</p> <p>Compose and Send email.</p> <p>Attach files.</p> <p>Detach files, Save to intended location, and Open Attachments from known sources.</p> <p>Demonstrate knowledge of Email etiquette (do not flame people, no all caps, reply only when appropriate).</p>
Internet	<p>Recognize and launch a browser.</p> <p>Enter URL (web address) in address bar.</p> <p>Enter natural language in search bar.</p> <p>Navigate web pages and web sites (Buttons, Tabs, Hyperlinks).</p> <p>Use browser's Back and Forward buttons.</p> <p>Print a web page.</p> <p>Enter username and password when prompted.</p> <p>Describe popular plug-ins/players and their uses</p> <p>View files requiring plug-ins or applets (pdf, mov).</p> <p>Download Files.</p> <p>Manage Online annoyances (Spam, Cookies, Adware, Spyware, Malware, Hoaxes, Viruses).</p> <p>Compare Search Engines, Directories, Meta Search Engines.</p> <p>Identify and manage Pop-up Blockers</p>

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Presentation	<p>Create New, Save and Reopen presentation.</p> <p>Add slide from Slide Layout.</p> <p>Use Slide Design.</p> <p>Enter text and line break (Character Keys, Space Bar and Return/Enter Key).</p> <p>Edit text: Delete (Delete Key or Backspace Key).Insert (Cut, Copy, Paste).</p> <p>Use Undo and Redo features.</p> <p>Switch between different views: Normal, Slide Show, Slide Sorter.</p> <p>Advance through a presentation.</p> <p>Add objects to slides (Clip Art, Picture, Movie or Sound).</p> <p>Print presentation in various formats (Handouts, Notes, Outline, or Slide).</p>
**Database	<p>Describe purpose of database.</p> <p>Input (add/delete) information in an existing database.</p> <p>Find, sort, edit, and print records within an existing database.</p> <p>Create table in database.</p>
**Spreadsheet	<p>Describe purpose of spreadsheet.</p> <p>Create a new spreadsheet, save, print and reopen later.</p> <p>Enter, edit, and delete cell contents.</p> <p>Navigate within a spreadsheet.</p> <p>Utilize AutoSum feature.</p> <p>Use cell references in formulas.</p> <p>Establish row and column headings for data.</p> <p>Create graph or chart from chart wizard.</p>

****Database and Spreadsheet skills will not be part of the Basic Computer Skills Inventory.**