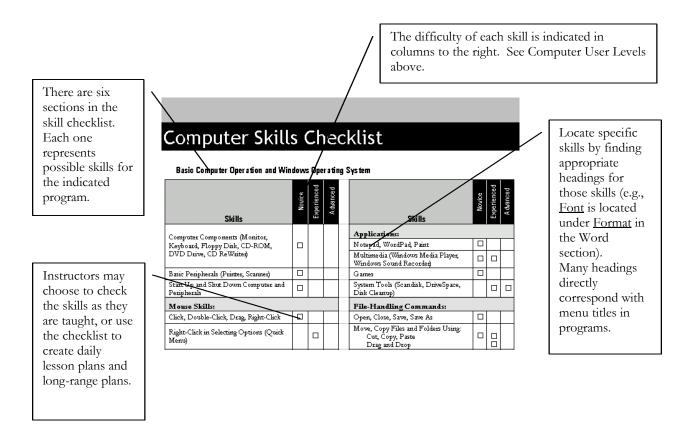## Computer User Levels

The following skills checklist is organized according to program title and categorized into three levels of computer literacy: Novice, Experienced, and Advanced.

Novice users demonstrate little or no computer literacy skills. They have had very little experience using computers and have very limited knowledge of how computers work and the role of the operating system. Novice users require much assistance.

Experienced users demonstrate good computer skills. They are familiar with application software such as word processors, spreadsheets, and databases. They work with home computers regularly, access and browse the Internet to locate sites through search engines, and have a basic understanding of the operating system (e.g., managing files by copying, deleting, moving). Experienced users have developed the skills to locate navigation and menu features of new programs and browse and experiment on their own.

Advanced users demonstrate excellent computer skills. They regularly use application software at home or work, can conduct many types of searches on the Internet, and are able to troubleshoot and manage their systems effectively. Advanced users rarely require assistance with software or computer tasks. They have good knowledge of the operating system and can customize tasks and functions.

Using the Computer Skills Checklist

The difficulty of each skill is indicated in columns to the right. See Computer User Levels above.

There are six sections in the skill checklist. Each one represents possible skills for the indicated program.

Locate specific skills by finding appropriate headings for those skills (e.g., Font is located under Format in the Word section). Many headings directly correspond with menu titles in programs.

Instructors may choose to check the skills as they are taught, or use the checklist to create daily lesson plans and long-range plans.

Computer Skills Checklist

Basic Computer Operation and Windows Operating System

Skills	Novice	Experienced	Advanced
Computer Components (Monitor, Keyboard, Floppy Disk, CD-ROM, DVD Drive, CD ReWriter)	☐		
Basic Peripherals (Printer, Scanner)	☐		
Start-Up and Shut Down Computer and Peripherals	☐		
Mouse Skills:			
Click, Double-Click, Drag, Right-Click	☐		
Right-Click in Selecting Options (Quick Menu)		☐	

Skills	Novice	Experienced	Advanced
Applications:			
Notepad, WordPad, Paint	☐		
Multimedia (Windows Media Player, Windows Sound Recorder)	☐	☐	
Games	☐		
System Tools (Scandisk, DriveSpace, Disk Cleanup)		☐	☐
File-Handling Commands:			
Open, Close, Save, Save As	☐		
Move, Copy Files and Folders Using: Cut, Copy, Paste Drag and Drop	☐	☐ ☐	

Basic Computer Operation and Windows Operating System

Skills	Novice	Experienced	Advanced
Computer Components (Monitor, Keyboard, Floppy Disk, CD-ROM, DVD Drive, CD ReWriter)	☐		
Basic Peripherals (Printer, Scanner)	☐		
Start Up and Shut Down Computer and Peripherals	☐		
Mouse Skills:			
Click, Double-Click, Drag, Right-Click	☐		
Right-Click in Selecting Options (Quick Menu)		☐	
Use Controls (Scroll Bars, Drop-Down Lists, Radio Buttons, Buttons, Text Boxes)	☐	☐	
Familiarity with Desktop:			
Task Bar	☐		
Start Button	☐		
Shortcuts	☐		
My Computer	☐		
Recycle Bin	☐		
Network Neighbourhood		☐	☐
Arrange Icons Options	☐	☐	
A Window:			
Open, Close	☐		
Maximize, Minimize, Restore	☐		
Move, Resize	☐		
Title Bar, Menu Bar, Toolbar	☐		
Arrange and Switch between Multiple Windows or Applications		☐	
Select Options in Dialog Box		☐	

Skills	Novice	Experienced	Advanced
Applications:			
Notepad, WordPad, Paint	☐		
Multimedia (Windows Media Player, Windows Sound Recorder)	☐	☐	
Games	☐		
System Tools (Scandisk, DriveSpace, Disk Cleanup)		☐	☐
File-Handling Commands:			
Open, Close, Save, Save As	☐		
Move, Copy Files and Folders Using: Cut, Copy, Paste	☐	☐	
Drag and Drop		☐	
Send to Floppy Disk, Desktop, Recipient	☐		
Copy Disk	☐		
Delete, Rename	☐		
Create Shortcut	☐		
Find	☐		
Explorer:			
Familiarity with Explorer Window and Toolbars, Status Bar, and Explorer Bar		☐	
Tree Structure, Expand, Collapse		☐	☐
Create Folder, Subfolder, Shortcut		☐	
Select View Preference (Large Icons, Small Icons, List, and Details)		☐	
Arrange Icons Options		☐	
Floppy Disk:			
Floppy Disk Maintenance	☐		
Backup			☐
Format a Floppy Disk		☐	
Antivirus Software:			
Scan For Viruses		☐	
Update Virus Signature Files		☐	☐

Planning

Microsoft Word

Skills	Novice	Experienced	Advanced
Keyboarding:			
Keyboard Format and Layout	☐		
Use Both Hands	☐		
Screen:			
Title Bar, Menu Bar, Toolbars, Status Bar, Ruler	☐		
Normal, Online Layout, Page Layout, and Outline Views	☐		
Maximize, Minimize, Restore Buttons	☐		
Horizontal and Vertical Scroll Bars	☐		
File:			
Page Setup: Margins, Orientation, Paper Size Header and Footer, Vertical Alignment		☐ ☐ ☐	
Save As in Formats other than Word		☐	
Open, Close, Save, Save As, New	☐		
Insert File into Another File		☐	
Arrange Files on Screen		☐	
Work with Multiple Files		☐	
Editing:			
Spacebar, Enter	☐		
Backspace, Delete, Insert Text, Overtype	☐		
Move Insertion Point Using Arrow Keys and Mouse	☐		
Select Using Arrow Keys and Mouse	☐		
Show/Hide	☐		
Cut	☐		
Copy	☐	☐	
Paste	☐		
Outlining (Promote, Demote, Move Up, Move Down, Expand, Collapse)		☐	☐

Skills	Novice	Experienced	Advanced
Editing (Continued):			
Paste As Hyperlink			☐
Paste Special			☐
Drag and Drop		☐	
Select Text, Picture, Object	☐		
Highlight	☐		
Format:			
Font, Font Style (Bold, Italic, Underline), Font Size, Underline, Color, Effects	☐		
Borders and Shading Borders (Page, Paragraph) Shading	☐	☐ ☐	
Drop Cap	☐		
Insert/Edit Columns		☐	
Tabs (Alignment, Leader)		☐	☐
Theme	☐		
Paragraph (Alignment, Indent, Line Spacing)	☐	☐	
Text Direction		☐	
Bullets Insert Bullets and Numbering Outline Numbering Customize	☐	☐ ☐	
Format Painter	☐	☐	
Change Case (Uppercase, Lowercase, Title Case)	☐		
Background Fill Color, Effects Watermark		☐ ☐	☐
Increase Indent/Decrease Indent	☐		

Computer Skills Checklist

Microsoft Word

Skills	Novice	Experienced	Advanced
Tools:			
Spelling and Grammar	□	□	
Thesaurus		□	
Word Count		□	
AutoCorrect		□	
Track Changes			□
Print:			
Print Preview: One Page, Multiple Pages, Magnifier	□		
Select Printer, Properties		□	
Page Range, Copies, Options,		□	
Wizards and Templates:			
Letter, Resume, Memo, Fax Wizards		□	
Document Templates		□	□
Insert:			
Date and Time	□		
Page Numbers	□		
Header and Footer	□		
Footnote and Endnote		□	
Comment		□	
Symbol		□	
Bookmark		□	
Break (Page Break, Section Break)			□
AutoText			□
Hyperlink			□

Skills	Novice	Experienced	Advanced
Tables:			
Insert/Draw Table	□	□	
Insert/Delete Rows and Columns		□	
Resize Row Height/Column Width		□	
Format Cells, Rows, and Columns		□	
Merge/Split Cells		□	
Sort		□	
Formula		□	
Table AutoFormat	□	□	
Cell Alignment		□	
Borders and Shading		□	
Graphics:			
Insert/Edit Picture (Clip Art, From File, AutoShapes, Chart)	□	□	
Insert/Edit WordArt		□	
Insert/Edit Text Box, Object		□	□
Picture Toolbar (Wrap, Watermark)		□	
Drawing Toolbar (AutoShapes, Order, Fill Color, Line Style, Arrow Style, 3-D Style)		□	
Group/Ungroup AutoShapes		□	
Order AutoShapes		□	
Format Picture, Text Box, Object			□
Mail Merge			□
Envelopes and Labels		□	
Macro			□
Forms:			
Form Toolbar			□
Insert/Edit Form Field (Text, Check Box, Drop-Down Field)			□
Protect/Unprotect Forms			□

Microsoft Excel

Skills	Novice	Experienced	Advanced
Screen:			
Title Bar, Menu Bar, Toolbars, Status Bar, Formula Bar	☐		
Normal, Page Break Views	☐		
Maximize, Minimize, Restore Buttons	☐		
Horizontal and Vertical Scroll Bars	☐		
Workbook:			
Open, Close, Save, Save As, New	☐		
Page Setup Page, Margins, Header and Footer, Sheet		☐	
Print, Print Area, Print Preview	☐	☐	
Worksheet:			
Insert Labels and Values	☐		
Delete	☐		
Move, Copy		☐	
Rename		☐	
Hide			☐
Cell:			
Insert, Edit Data in Cell	☐		
Format (Font, Currency, Per Cent, Decimal)	☐		
Align Cell	☐		
Edit Column Width, Row Height	☐		
Edit Border, Pattern		☐	
Protect Cell			☐
Editing:			
Fill Options	☐		
Clear Options	☐		
Cut, Copy, and Paste	☐	☐	
Paste Special		☐	

Skills	Novice	Experienced	Advanced
Insert:			
Cell, Row, Column	☐		
Chart	☐		
Comment		☐	
Page Break		☐	
Picture, Object	☐	☐	☐
Data:			
Sort	☐		
Filter	☐		
Formula and Functions:			
AutoSum	☐		
Insert Function		☐	
Create and Insert Formula	☐	☐	
Copy, Fill Formula		☐	☐
Create Series		☐	
Chart:			
Chart Wizard	☐		
Create and Edit Chart	☐	☐	
Types Of Charts and their Application		☐	
Standard Type Charts		☐	
Custom Type Charts			☐
Tools:			
Spelling	☐		
AutoCorrect		☐	
Protection		☐	
Macro			☐
Link and Embed Data To and From Word			☐

Planning

Computer Skills Checklist

Microsoft PowerPoint

Skills	Novice	Experienced	Advanced
Creating New Presentations:			
Blank Presentation	☐	☐	
From Design Template	☐	☐	
From AutoContent Wizard	☐		
View:			
Normal, Outline, Slide, Slide Sorter, and Outline Views	☐		
Slide Master		☐	
Zoom		☐	
Toolbars		☐	
File:			
Save As in Formats other than PowerPoint	☐	☐	
Page Setup Slide Size, Width, Height, Numbers Orientation		☐ ☐	
Open, Close, Save, Save As, New	☐		
Export to Microsoft Word		☐	
Pack and Go			☐
Print and Print Preview (Slides, Handouts, Notes Pages, Outline View)	☐	☐	
Editing:			
Insert and Edit Text	☐		
Cut, Copy, and Paste	☐		
Outlining (Promote, Demote, Move Up, Move Down, Expand, Collapse)		☐	
Select/Edit Text, Picture, Object		☐	☐
Delete, Reorder (Move) Slides		☐	
Edit Slide Master			☐
Insert:			
New Slide, Duplicate Slide	☐		

Skills	Novice	Experienced	Advanced
Insert: (Continued)			
Header and Footer (on Slide or Handout) Date and Time Slide Number		☐ ☐	
Table	☐		
Sound		☐	
Graphics:			
Insert/Edit Picture (Clip Art, AutoShapes, Chart)	☐	☐	
Insert/Edit Text Box, Object		☐	☐
Format:			
Font	☐		
Font Alignment	☐		
Bullets Insert Bullets and Numbering Customize	☐	☐	
Apply Design	☐		
Edit Slide Layout		☐	
Background	☐		
Tools:			
Spelling and Grammar	☐	☐	
AutoCorrect		☐	
Slide Show:			
Animation		☐	
Rehearse Timing		☐	
Slide Transition	☐		
Show a Presentation Start a Presentation Controls	☐ ☐		
Set Up Show		☐	

Computer Skills Checklist

The Internet

Skills	Novice	Experienced	Advanced
Internet Basics (How It Works)	☐		
Internet Terminology (World Wide Web, Web Browser, URL, Search Engine, Bookmark, Favorites)	☐		
Internet Service Provider	☐		
Using Web Pages Hyperlinks, Buttons, Controls Forms	☐ ☐		
Search Types:			
Keyword/Advanced	☐	☐	
Browsing		☐	
Downloading:			
Sound Files		☐	
Image Files (Save Picture As)		☐	
Other Files (Text Files, Executable Files)		☐	
Real Audio, Windows Media		☐	
Acrobat Reader		☐	
Other Files, Plug-Ins		☐	☐
Communication:			
Moos, Chats, Forums		☐	
Listserves, News Groups		☐	
E-Mail:			
Compose and Edit Messages	☐		
Emoticons/E-Mail/Chat Abbreviations e.g., **:-)** lol, brb, ttyl	☐		
Save and Continue Drafts	☐		
Send/Receive/Move Messages (Inbox, Reply, Cc/Bcc, Forward, Attachments)	☐	☐	
Configure/Organize E-Mail (Folders, Filters, Settings, Password)		☐	☐
Subscribe to Free E-Mail Services (Hotmail, Yahoo)		☐	
Recognize/Avoid Spamming		☐	
Delete/Undelete/Permanently Delete Messages		☐	

ELLIS, Explore Canada, Tense Buster

Skills	Novice	Experienced	Advanced
Open, Close Application	☐		
Select Options Based on Given Instructions	☐		
Select and Navigate through Options	☐		
Copy and Paste Text to Scratch Pad or Writing Pad		☐	

Planning