

## Computer Skills Checklist

### INSTRUCTIONS

To check learners' computer skill level, start with LINC One Skill Level and move to higher levels. If learners can perform over 80 percent of the skills in a level, move on to the next skill level. Learners are recommended for a skill level if they can do less than 50percent of the skills in that level. Develop activities to determine whether learners have the skills in each level.

### LINC One Skill Level

#### THE LEARNER...

- has no prior computer knowledge
- can name basic parts of a computer (e.g., monitor)
- can start and shut down a computer
- is unable or has difficulty opening programs

### LINC Two Skill Level

#### THE LEARNER CAN...

- name the parts of a computer (e.g., monitor, keyboard, tower)
- name some peripherals (e.g., mouse, printer)
- point and click using the mouse
- successfully start and exit an application (e.g., Word)
- open and save file
- select menu options
- move, resize, open, and close windows
- do basic word processing (insert and delete text)
- move cursor around screen using the arrow keys
- scroll horizontally and vertically

### LINC Three Skill Level

#### THE LEARNER CAN...

- write down the names of parts of a computer
- tile and cascade multiple windows
- undo a tile or cascade
- right-click, double-click, and drag using the mouse
- understand the difference between a document (e.g., a Word file) and a program (e.g., MS Word)
- select text using the mouse
- format text (e.g., bold, underline)
- print text
- use some icons on toolbars (e.g., open, print)
- use save as

# COMPUTER SKILLS CHECKLIST

## LINC Four Skill Level

### THE LEARNER CAN...

- log-in a program
- switch between program windows
- use Help in Windows
- change date and time, volume on desktop
- customize taskbar options(e.g., move, hide, show taskbar)
- move cursor around document efficiently (Ctrl+Home, Ctrl+→)
- use Cut, Copy, and Paste
- use Undo and Redo
- move text using the mouse (drag and drop)
- justify paragraphs and blocks of text
- insert and edit columns
- insert and edit header and footer
- insert bullets
- insert date using Date function
- preview document
- spell check document

## LINC Five Skill Level

### THE LEARNER CAN...

- use right-click to open a shortcut menu
- move and arrange icons on desktop
- use My Computer to
  - view contents of a drive
  - find a folder
  - open a folder
  - change view options
- update information in a window (use Refresh)
- format a floppy disk
- save file on a floppy disk
- create, move, and copy a folder
- copy a folder to a floppy disk
- delete and rename a folder
- use the Recycle Bin to restore and delete files

# COMPUTER SKILLS CHECKLIST



## LINC Five Skill Level

### THE LEARNER CAN...

use advanced formatting features for

- line spacing
- highlighter
- format painter

use the Thesaurus

insert and edit a table (insert/delete row/column)

insert and edit image

insert and edit drawing