

Skills checklist

Familiarity with the system you use:

DO YOU KNOW:	KNOW	DON'T KNOW
About the type of system – standalone, networked, internet-capable, CD-ROM access – that you will be using?		
The basic components of an ICT system – monitor, keyboard, CPU, memory, disk storage, printer, scanner and modem?		
The features of the keyboard?		
About disks, files and folders?		
How to operate the printer and the drivers?		

File and folder management:

ARE YOU ABLE TO CARRY OUT THESE TASKS:	CAN	CANNOT DO
Save and retrieve work on disk?		
Create and use folders and directories?		
Save work with appropriate names to selected folders and directories?		
Copy, delete and rename files?		
Retrieve files and save with another file name?		
Save files to floppy disk or hard disk?		

Basic skills in creating and editing:

ARE YOU ABLE TO CARRY OUT THESE TASKS WHEN YOU ARE USING A WORD PROCESSOR:	CAN	CANNOT DO
Access a word processing package?		
Create a simple document with appropriate layout on the page?		
Make changes to the document by manipulating text (mark, move, copy, etc.)?		
Make changes to the layout?		
Insert pictures from a file?		
Use spelling and grammar checks?		

Using Email:

ARE YOU ABLE TO:	CAN	CANNOT DO
Compose emails?		
Send and receive emails?		
Send attachments?		
Receive attachments?		
Organise mail and folders?		