

Technological Skill	Yes	No	Unsure
File Management – I can/am able to:			
Create and rename a folder			
Move file(s) from one folder to another			
Save and delete a file			
Find a file using Windows explorer			
Zip and unzip a file			
Empty the recycle bin and retrieve a deleted file from the bin if necessary			
Operations – I can/am able to:			
Use the task and tool bars			
Right click the mouse to bring up special menus			
Access computer functions through the 'start' button			
Shut down the computer using the 'start' button			
Reboot using the 'shutdown' function on the start button			
Minimize, restore, and/or resize a program's window			
Create a shortcut to a program to the desktop			
Printing Basics – I can/am able to:			
Set up a page in portrait or landscape form and use the header and footer function			
Use print preview and send a document to the printer			
Pause or delete a print job			
Change the printer from printer settings			
Set a default printer			
Email fundamentals – I can/am able to:			
Check mail, compose mail, and send a new message			
Send an attachment			
Set up mailboxes			
Forward mail to someone			
Set up an address book and send email to more than one address simultaneously			
Word Processing Functions – I can/am able to:			
Create and save a new document			
Save a document to a different drive			
Save a document as a different file type			
Check spelling and grammar in a document			
Internet Use – I can/am able to:			
Use and change search engines and search using keywords			
Print the screen			
Save an image to file, download, and save a file			
Reload a page			

Reference: Duvel, C. & Pate, S. (2003). Computer knowledge: Report from a Student Self Evaluation.
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