Computer Skills Checklist

Tutors can use this checklist to evaluate student skills or select appropriate skills relevant to the course that is being taught. Parts of this checklist could also be used for initial assessment.

TOPIC	Little or no Knowledge or skill	Some knowledge/ skill	I am fully confident in this area
Use Microsoft Word:			
Create a new document			
Open a document from a given location			
Split text as appropriate, (e.g. into paragraphs)			
Insert text into an existing document			
Set the page orientation			
Change the margins			
Create page breaks			
Change the line spacing			
Insert headers and footers			
Use page numbering			
Add page borders			
Insert WordArt			
Insert ClipArt			
Insert a text box			
Insert Auto shapes			
Insert an image from file			
Move and resize an image			
Change the "Text wrapping" of an image			
Spell check a document			
Preview a document			
Print a document			

Know when to use "Save" or if "Save As" would be more appropriate			
Take a screen print and paste it into Word			

Notes

TOPIC	Little or no Knowledge or skill	Some knowledge/ skill	I am fully confident in this area
Select and use Interface features:			
Open and close Windows			
Minimise and maximise a window			
Switch between open windows			
Use scrollbars			
Use dialog boxes			
Use the "zoom" facility			
Use Copy and paste			
Use Cut and paste			
Use Drag and Drop			
Use icons, ribbons and toolbars			
Use hyperlinks			
Adjust the systems settings:			
Change the volume			
Change the brightness			
Change the background/wallpaper/ screen saver			
Change the colours			
Change the mouse settings			
Change the screen resolution			
Work with files, folders and other media to access, organise, store, label and retrieve information:			

TOPIC	Little or no Knowledge or skill	Some knowledge/ skill	I am fully confident in this area
Create and name directories/folders			
Save files in appropriate locations using appropriate filenames			
Use "Save As" when appropriate			
Locate and open existing files			
Backup files from a removable disk			
Restore files from a removable disk			
Password protect files			
Open files using a password			
Maintain and change passwords appropriately			
Search Engines:			
Use Search Engines to find information from the Internet			
Use Links			
Use Hotspots			
Use menus			
Use single text, numeric and date search criterion			
Use quotation marks in a search			
Use relational operators in a search			
Apply editing, formatting and layout techniques:			
Insert text			
Delete text			
Drag and drop text			
TOPIC	Little or no Knowledge or skill	Some knowledge/ skill	I am fully confident in this area
Copy and paste text			
Format text, (font, style, size and colour)			
Use paragraph alignment, (left, right, centre and fully justified)			

Create a table in Word, defining the correct number of rows and columns required			
Delete rows and columns in a table			
Insert rows and columns in a table			
Adjust the column width in a table			
Align information within the table, (left, right and centre)			
Add/remove cell borders in a table			
Insert/delete a graphic into a document			
Position a graph in a given place			
Drag and drop a graphic			
Copy and paste a graphic			
Align images, (left, right, centre) as appropriate			
Size images			
Crop images			
Add a border to images			
Insert video clips			
Insert sound clips			
Process numerical data:			
Create a spreadsheet			
Enter text into a spreadsheet			
Enter formulas involving arithmetic operators, (+, -, *,/)			
Use the simple function "SUM"			
Use the simple function "MIN"			
Use the simple function "MAX"			
Use relative cell references			
Replicate formulas			
Insert and delete rows and columns			
Edit data and formulas in cells			
Display data appropriately: text, (font size, style and alignment)			

Topic	Little or no Knowledge or skill	Some knowledge/ skill	I am fully confident in this area
Display data appropriately: Number (decimal places, percentage, currency, date/time)			
Display data appropriately: column width			
Set the page orientation in Excel			
Create headers and footers in Excel			
Sort data on a single column in ascending order, (A-Z, 1-10)			
Sort data in descending order, (Z-A, 10-1)			
Filter data on a single column using text, numeric or date criterion			
TOPIC	**Little or no Knowledge or skill**	**Some knowledge/ skill**	**I am fully confident in this area**
Filter data on a single column using relational operators =. <,>,<>			
Print a spreadsheet			
Print the formulas used			
Display numerical data in a graphical format:			
Select the single data set required for charting			
Create charts and graphs – pie chart, bar chart, single line graph as specified			
Enter appropriate titles, (chart title and axis title)			
Make sure axis labels are appropriate			
Remove a chart legend			
Print the chart on a separate page			
Print the chart produced with the spreadsheet data			
Set the page orientation of the chart			
Insert headers and footers			
Emails:			
Use Outlook software for emailing etc			

Use a web based email, e.g Hotmail, Yahoo, Gmail			
Navigate to an email message			
Open and read an email message			
Create email messages			
Reply to email messages			
Send email messages			
Attach files to email messages			
Address email messages accurately			
Combine information:			
Create a flyer			
Create a letter			
Create a newsletter			
Create an information sheet			
Create an invitation			
Create a poster			
Use PowerPoint			
Insert slides into a presentation			
Insert images into a presentation			
Insert sound into a presentation			
Insert Video into a presentation			
Insert a Hyperlink into a presentation			
Insert a chart into a presentation			
Insert a table into a presentation			
Use appropriate font and font style that can be clearly read			
Size images to suit the presentation			
Split text into paragraphs			
TOPIC	**Little or no Knowledge or skill**	**Some knowledge/ skill**	**I am fully confident in this area**
Use bullets and numbering			
Insert headers and footers into a presentation			

Use page numbering in a presentation			
Produce handouts			