

## COMPUTER LITERACY

### Beginning to Intermediate (FFLs 1-4)

Student:	Program:
Instructor:	Date Enrolled:

Skill	Date & Initial
<b>FFL One – Beginning Literacy</b>	
<i>1. Can identify computers and other technology (i.e. VCR, fax machine).</i>	
<i>2. Can operate the play feature of a VCR.</i>	
<i>3. Can operate the play feature of an audiotape player.</i>	
<i>4. Can play a music CD.</i>	
<b>FFL Two – Beginning Basic Education</b>	
<b>5. I have had a “little” experience using a computer.</b>	
<b>6. Can identify computer hardware (i.e. CPU/Processor, Monitor, Keyboard, Mouse, Printer).</b>	
<b>7. Can turn on a computer.</b>	
<b>FFL Three – Low Intermediate</b>	
<i>8. Can shut down Windows properly.</i>	
<i>9. Can move the mouse pointer and make it go where I want it to.</i>	
<i>10. Can click a mouse.</i>	
<i>11. Can double-click a mouse.</i>	
<i>12. Can “click and drag” a mouse.</i>	
<i>13. Can use the keyboard (not necessarily with proper typing skills).</i>	
<i>14. Can physically adjust a monitor (adjust monitor to individual’s eye level).</i>	
<i>15. Can use an educational software program when given a sequence of steps to follow.</i>	
<i>16. Can move and resize windows.</i>	
<i>17. Can use menus and toolbars.</i>	
<i>18. Can use scroll bars.</i>	

Skill	Date & Initial
<b>FFL Four – High Intermediate</b>	
<b>19. Can use tutorials and / or educational software with minimal assistance.</b>	
<b>20. Can explain the difference between a program and a document.</b>	
<b>21. Can start a program by double-clicking an icon.</b>	
<b>22. Can start a program from the Program Manager / Start Menu.</b>	
<b>23. Can open a document from the hard drive and / or floppy drive using a word processing program (i.e., MS Word, WordPad)</b>	
<b>24. Can save a document using a word processing program.</b>	
<b>25. Can close a document using a word processing program.</b>	
<b>26. Can create a document using a word processing program.</b>	
<b>27. Can format text within a word processing document (i.e. bold, underline, italic, font size).</b>	
<b>28. Can edit text within a word processing document.</b>	
<b>29. Can print a word processing document.</b>	

Entry Level \_\_\_\_\_  
 Number of IGOs mastered: \_\_\_\_\_

100% mastery required



## COMPUTER LITERACY

### Low Adult Secondary (FFL 5)

Student:	Program:
Instructor:	Date Enrolled:

Skill	Date & Initial
<b>FFL Five – Low Adult Secondary</b>	
30. <i>Can change the desktop background and screen settings.</i>	
31. <i>Can change the date and time properties.</i>	
32. <i>Can open and view the contents of “My Computer.”</i>	
33. <i>Can view folders and files.</i>	
34. <i>Can create a folder.</i>	
35. <i>Can move folders and files.</i>	
36. <i>Can delete and restore folders and files.</i>	
37. <i>Can rename folders and files.</i>	
38. <i>Can create a shortcut to a file on the desktop.</i>	
39. <i>Can find a file.</i>	
40. <i>Can describe the function of peripheral devices (i.e. scanner, printer, mouse, digital camera).</i>	
41. <i>Have a clear understanding of copyright laws as they apply to software and the Internet (web).</i>	
42. <i>Can install a printer.</i>	
43. <i>Can install a program to the hard drive.</i>	
44. <i>Can remove a program from the hard drive.</i>	
45. <i>Can develop and utilize a backup strategy.</i>	
46. <i>Can open a spreadsheet.</i>	
47. <i>Can save a spreadsheet to the hard drive and / or floppy drive.</i>	

Entry Level \_\_\_\_\_  
 Number of IGOs mastered: \_\_\_\_\_

100% mastery required



Skill	Date & Initial
<b>FFL Five, con. – Low Adult Secondary</b>	
48. <i>Can close a spreadsheet.</i>	
49. <i>Can create a “simple” spreadsheet (i.e. personal budget, timesheet).</i>	
50. <i>Can print a spreadsheet.</i>	
51. <i>Can enter data into a database.</i>	
52. <i>Can explain the difference between data and information.</i>	
53. <i>Can select the correct productivity software for a given task.</i>	
54. <i>Can start a web browser (i.e. Netscape Navigator, Internet Explorer).</i>	
55. <i>Can open a web page when given a web address (Universal Resource Locator or URL).</i>	
56. <i>Can set up a free Internet e-mail account.</i>	
57. <i>Can compose and send e-mail.</i>	
58. <i>Can retrieve, read, and respond/reply to e-mail.</i>	
59. <i>Can attach a file to an e-mail message.</i>	
60. <i>Can receive and open an attached file.</i>	
61. <i>Can open a web page and follow hypertext links.</i>	
62. <i>Can add a web page to the “Favorites” or “Bookmarks” list.</i>	
63. <i>Can access a web page from the “Favorites” or “Bookmarks” list.</i>	
64. <i>Can print a web page.</i>	
65. <i>Can use an Internet search engine.</i>	
66. <i>Can purchase a computer to meet individual needs.</i>	
67. <i>Can set up a “dial-up” Internet connection.</i>	

**COMPUTER LITERACY**  
**High Adult Secondary (FFL 6)**

Student:	Program:
Instructor:	Date Enrolled:

Skill	Date & Initial
<b>FFL Six - High Adult Secondary</b>	
68. Can add an item to the "Start Menu."	
69. Can customize the "Taskbar."	
70. Can manage e-mail messages (i.e. creating folders, creating rules).	
71. Can create a "Docucentric Desktop."	
72. Can create a database that contains expressions (formulas).	
73. Can explain the difference between "relational" and "object-oriented" databases.	
74. Can identify the uses of and create macros.	

Skill	Date & Initial
<b>FFL Six - High Adult Secondary</b>	
75. Can utilize productivity software as a true integrated system.	
76. Can design and format a homepage.	
77. Can effectively use software with minimal assistance.	
78. Can identify programming languages commonly used today.	
79. Can provide detailed instruction to other students in the room in the use of various types of software.	

Entry Level \_\_\_\_\_  
Number of IGOs mastered: \_\_\_\_\_

100% mastery required

