

Basic Computer Skills Checklist

Keyboarding

1pt for Yes, 0 for No

1A: Can locate and identify the 3 modifier keys (Ctrl, Alt, and Shift)	
1B: Can locate and identify Function Keys (F1 through F12).	
1C: Can locate and identify numeric keypad a.k.a. 10-key	
1D: Can locate the Escape key.	
1E: Can locate and identify backspace and delete keys, and state how their functions are different	
1F: Can locate keys A-Z without searching intently to locate each key	
1G: Can locate and identify a set of directional arrows to move cursor up, down left and right.	
(7 possible points) Total for keyboarding section	

Windows

2A: Can minimize all programs and move to desktop.	
2B: Can use keyboard or mouse to bring up the Start menu.	
2C: Can use the keyboard or mouse to open Windows Calculator.	
2D: Can use the keyboard or mouse to locate and open Windows Notepad.	
2E: Can use the keyboard or mouse to toggle between open programs.	
2F: Can move to and close Windows Calculator.	
2G: Can independently change accessibility settings (font, move cursor, size, mouse cursor, color etc.)	
2H: Can zoom in and out as needed	
(8 possible points) Total for Windows Section	

Word Processing

3A: Can move to Windows Notepad and Type name and today's date including all capitals and punctuation.	
3B: Can use the keyboard or mouse to move the cursor to the top of the page.	
3C: Can use keyboard or mouse to highlight/select first name.	
3D: Can copy highlighted/selected information to clipboard and can paste the information back into the document from the keyboard.	
3E: Can use the keyboard or mouse to highlight/select all text in a document.	
3F: Can use keyboard or mouse to save the document.	
(6 possible points) Total for Word Processing section	



File Management

4A: Can open File Explorer	
4B: Can move focus to Recent files folder	
4C: Can move focus to Documents folder	
4D: Can move focus to desired file	
4E: Can cut or copy file and move to another folder.	
4F: Can select multiple files	
4G: Can Access and Navigate Google Drive	
(7 possible points) Total for File Management	

Internet

5A: Can move to desktop and start Internet browser.	
5B: Can use the keyboard or mouse to move to the address bar and enter a web address of another web page.	
5C: Can send and receive email and describe how.	
5D: Can use the keyboard or mouse to move to and select a link to another website.	
5E: Can use the keyboard or mouse to bring up a list of favorites or bookmarks.	
5F: Can use the keyboard or mouse to move to the home page.	
(6 possible points) Total for Internet section	

Computer

6A: Can correctly turn on and shut down the computer.	
6B: Transport, pack away and charge device independently	
(2 possible points) Total for Internet section	
(36 possible points) Total for all sections	

Vision

Does the student need magnification, speech, or braille for access? _____

At what distance does the student need to be to access the screen? _____

At what distance does the student need to be to access the keyboard? _____

Does the student require a touch screen? _____



Can the student locate the mouse pointer? _____

Does the student lose location of mouse pointer? _____

On what operating system is student most familiar (Windows, Chrome, Mac) _____

What operating system provides the best access for the student _____

