Computer Skills Prerequisites

The following are the basic skill-based prerequisites you'll need to meet in order to be successful in this online course.

Basic Computer Skills:

Be able to ...

- Navigate between two or more applications without closing and reopening them (i.e. multitasking)
- Connect to the internet
- Change drives
- Locate a file on a hard drive, USB drive, and/or cloud server (like Google Drive)
- Minimize, maximize, and move program windows

Internet Skills:

Be able to ..

- Locate a specific website by typing a URL into an internet browser address bar
- Conduct research and locate websites by using search engines (Google, Bing, Yahoo, etc.)
- Print specific pages
- Follow a hyperlink

Email Skills:

Be able to ...

- Create an email message
- Send file attachments
- Open and save file attachments
- Reply to messages
- Send a message
- Open an email message
- Forward an email message
- Create folders
- Save a message into a specific folder
- Delete messages
- Add a name to an email address book
- Retrieve a name from an address book
- Paste text from a word processor into an email
- Paste text from a an email into a word processor

Word Processing Skills

Be able to ...

- Create a new file
- Open an existing file
- Save file to hard drive, USB drive, cloud server, or specific folder
- Rename a file
- Spell check document
- Cut, copy, and paste text and graphics
- Format text (bold, underline, font size, font type, font print)
- Format documents (set margins, set tabs, set headers, set automatic page numbering, insert page break, change line spacing)
- Print documents
- If you do not feel confident in your ability to perform these computer skills, the following videos available through Lynda.com may help you to gain or sharpen your skills as you begin your online course.