

CHECKLIST OF FACULTY COMPUTER SKILLS

Name: _____ Department: _____

WORD PROCESSING SKILLS

	Don't know	Do know
How to select text for editing/moving		
Bold, Italics, Underlining		
Justification: right, left, center		
Changing font style and size		
Making bulleted or numbered lists using icons on Formatting toolbar		
How to change line spacing		
How to change page margins		
Views: understanding Normal vs. Page Layout view		
Cut, Copy & Paste commands		
Drag-and-drop moving		
Show/Hide command (¶ button)		
The Zoom feature		
Undo command		
Insert page breaks		
Using Print Preview		

	Don't know	Know a little	Mostly know	Completely comfortable
Spell & Grammar checking (both whole document and single word)				
Using tab stops, including: a) adding and removing tab stops b) understanding different types of tab stops				
Using the indent marker on the ruler (including hanging indents)				
Toolbars: Opening & closing, and anchoring/floating				
Adding tables				
Using the Help menu				

EMAIL SKILLS

	Don't know	Do know
Adding names to Address Book		
Sending and receiving email messages to individuals or groups of people		
Reply vs. Reply All		
Understanding Cc and Bcc		
Know how to delete old files from Sent Mail box or Inbox		

	Don't know	Know a little	Mostly know	Completely comfortable
Attachments: Sending, receiving, and saving to disk				
Understand how to recognize viruses and how to protect yourself from getting them				

FILE MANAGEMENT SKILLS for WINDOWS users

	Don't know	Know a little	Mostly know	Completely comfortable
Creating folders: a) from within Windows Explorer b) from within My Computer c) from within the Save As dialog box within an application (“on the fly”)				
Moving folders and files in both Windows Explorer and My Computer				
Saving files from the Save As dialog box within an application (navigating to the correct folder or location) – including using the “up one level” button. Also understanding the difference between Save and Save As.				
Understanding Icon vs. List vs. Details view: a) from within Windows Explorer b) from within My Computer c) from within the Open dialog box within an application				
Understanding the Open dialog box within an application – including: a) how to navigate to different folders or locations b) understanding file type options, including "All Files" to see all file types				
Deleting files using Windows Explorer, My Computer, or from within the Open dialog box within an application				
Network vs. hard drive – understanding the difference between saving files on the c:\ and h:\ drives, and when it’s appropriate or advantageous to use one or the other				
Virus checking – how to use & update virus protection software				
How to do searches for files				
How to do file backups				

FILE MANAGEMENT SKILLS for MACINTOSH users

	Don't know	Know a little	Mostly know	Completely comfortable
Creating folders: a) from within any window b) from within the Save As dialog box within an application (“on the fly”)				
Understanding Icon vs. List vs. Columns view in Finder windows				
Moving folders and files a) by dragging & dropping items into folders or open windows b) when using List/Name view & when hierarchical folders are opened within a single window, move by dragging from one folder to another				
Saving files from the Save As dialog box within an application, including navigating to the correct folder or location. Also understanding the difference between Save and Save As.				
Understanding the Open dialog box within an application – including: a) how to navigate to different folders or locations to open things up b) understanding file type options, including "All Files" to see all file types listed				
Deleting files or folders by dragging items to the trash				
Virus checking – how to use & update virus protection software				
How to do searches for files				
How to do file backups and archives				

WEB LITERACY SKILLS

	Don't know	Know a little	Mostly know	Completely comfortable
Understand the functions of the basic browser toolbar buttons (e.g. Back, Forward, Reload/Refresh, Home, Stop)				
In searching, understand the difference between search engines and directories, and know how to search using both				
In searching, understand the basics of Web search syntax, especially phrase searching				
Know how to use and edit Bookmarks/Favorites, including: a) to add and delete them b) to organize them into folders				
Know how to go backwards (both one page at a time and also jumping back instantly to any recently visited page) via the Back button and also the Go/History menus.				
	Don't know	Do know		
Know how to use Print Preview to check pagination before printing				
Know how to save graphics to disk				
Understand the concept of a Web server and that Web pages must be stored on a Web server before they can be accessed through the Internet				

ELECTRONIC GRADEBOOK SKILLS

	Don't know	Do know
Configuring the Gradebook – including grading scheme, mark table, and groups and weights		
Adding assignments – including values, dates and group		
Entering grades via the data entry window		
Updating class lists via the Schoolmaster connection utility		
Uploading grades via the Edline export feature		
Printing reports – including selecting format, specific assignments, and selected students		
Backing up data for security		

SCHOOLMASTER ATTENDANCE SKILLS

	Don't know	Do know
Take attendance – including logging in, selecting correct class and checking student status		
Verifying attendance – including looking up certain dates, and correctly identifying pertinent information		
Searching for student information – including parent phone numbers and student schedule		
Be able to upload interim and end-of-quarter grades		

EDLINE SKILLS

	Don't know	Do know
Add Events (like homework) in class calendars, using proper naming conventions		
Understand difference between News and Events		
Add Links		
Add documents to Contents		
Understand acceptable formats for Contents documents: HTML vs. PDF vs. text		
Understand acceptable ways of changing course titles		