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## Basic Computer Skills Level Practice

**computer skills: levels of proficiency - concordia university** - computer skills: levels of proficiency . because of the continually increasing use of computers in our daily communications and work, the knowledge of computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis programs have become essential requirements for many positions at concordia. **foundational level - ivcc** - basic computer skills skill area foundational level student will demonstrate skills at the foundational level upon entrance to ivcc. keyboard/ mouse enter text at 20 wpm. apply basic key functions (space bar, return/enter key, shift key, arrow keys, delete/backspace, tab key). **computer basic skills - netliteracy** - computer basic skills microsoft windows pcs we use a conversational and non-technical way to introduce the introductory skills that you will need to develop in order to become comfortable with accessing and using computer programs. we will concentrate on the skills that will apply to many commonly used programs. topics to be covered **technology skills checklist for students basic computer skills** - technology skills checklist for students basic computer skills basic level: explain computer components/peripherals log on with individual logins and log off use private password proper care and upkeep of equipment open documents from and save to a variety of locations including network folder **computer literacy skills - mdk12deryland** - (basic, intermediate, proficient) with specific types of software applications to enable them to access, manage, integrate, evaluate, create and communicate information. these skills should not be taught in isolation but should be applied when meeting learning outcomes in the content areas. • basic – foundational computer literacy skills **skill level definitions - boston architectural college** - skill level definitions . on the architecture and interior design student learning contracts, a student's skill level is determined by the examiner's identifying at which level a student is engaging in a task or topic area. this reflects the fact that design **essential skills checklist - fsusd** - basic computers microsoft word essential skills checklist . ... word basics . demonstrate how to open microsoft word demonstrate how to open a word document (previously saved on the computer) demonstrate how to access the "undo" and "redo" editing functions ... essential skills checklist module 5: using graphics . demonstrate how to ... **computer skills checklist - settlement** - computer skills checklist 44 linc curriculum guidelines basic computer operation and windows operating system skills novice experienced advanced skills novice experienced advanced applications: notepad, wordpad, paint o computer components (monitor, keyboard, floppy disk, cd-rom, dvd drive, cd rewriter) o multimedia (windows media player,

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