

Computer Skills Checklist

Tutors can use this checklist to evaluate student skills or select appropriate skills relevant to the course that is being taught. Parts of this checklist could also be used for initial assessment.

TOPIC	Little or no Knowledge or skill	Some knowledge/skill	I am fully confident in this area
Use Microsoft Word:			
Create a new document			
Open a document from a given location			
Split text as appropriate, (e.g. into paragraphs)			
Insert text into an existing document			
Set the page orientation			
Change the margins			
Create page breaks			
Change the line spacing			
Insert headers and footers			
Use page numbering			
Add page borders			
Insert WordArt			
Insert ClipArt			
Insert a text box			
Insert Auto shapes			
Insert an image from file			
Move and resize an image			
Change the "Text wrapping" of an image			
Spell check a document			
Preview a document			
Print a document			

Computer Skills Checklist

Council for Exceptional Children

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Council for Exceptional Children text.

Computer Skills Checklist:

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Computer Skills Checklist Introduction

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