## **COMPUTER LITERACY Beginning to Intermediate (FFLs 1-4)**

Student:	Program:
Instructor:	Date Enrolled:

CIVIII	Date &
Skill	Initial
FFL One – Beginning Literacy	
1. Can identify computers and	
other technology (i.e. VCR, fax	
machine).	
2. Can operate the play feature of	
a VCR.	
3. Can operate the play feature of	
an audiotape player.	
4. Can play a music CD.	
FFL Two – Beginning Basic	
Education	
5. I have had a "little"	
experience using a computer.	
6. Can identify computer	
hardware (i.e.	
CPU/Processor, Monitor,	
Keyboard, Mouse, Printer).	
7. Can turn on a computer.	
FFL Three - Low Intermediate	
8. Can shut down Windows	
properly.	
9. Can move the mouse pointer	
and make it go where I want it to.	
10. Can click a mouse.	
11. Can double-click a mouse.	
12. Can "click and drag" a mouse.	
13. Can use the keyboard (not	
necessarily with proper typing	
skills).	
14. Can physically adjust a monitor	
(adjust monitor to individual's	
eye level).	
15. Can use an educational	
software program when given	
a sequence of steps to follow.	
16. Can move and resize windows.	
17. Can use menus and toolbars.	
17. Can use menus ana tootoars.	

Skill	Date & Initial
FFL Four – High Intermediate	
19. Can use tutorials and / or	
educational software with	
minimal assistance.	
20. Can explain the difference	
between a program and a	
document.	
21. Can start a program by	
double-clicking an icon.	
22. Can start a program from the	
Program Manager / Start	
Menu.	
23. Can open a document from	
the hard drive and / or	
floppy drive using a word	
processing program (i.e., MS	
Word, WordPad)	
24. Can save a document using a	
word processing program.	
25. Can close a document using a	
word processing program.	
26. Can create a document using	
a word processing program.	
27. Can format text within a word	
processing document (i.e.	
bold, underline, italic, font	
size).	
28. Can edit text within a word	
processing document.	
29. Can print a word processing	
document.	

Entry Level	
Number of IGOs mastered:	

100% mastery required



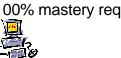
## **COMPUTER LITERACY Low Adult Secondary (FFL 5)**

Student:	Program:
Instructor:	Date Enrolled:

Skill	Date & Initial
FFL Five - Low Adult Se	econdary
30. Can change the desktop	
background and screen	
settings.	
31. Can change the date and	
time properties.	
32. Can open and view the	
contents of "My	
Computer."	
33. Can view folders and files.	
34. Can create a folder.	
35. Can move folders and files.	
36. Can delete and restore	
folders and files.	
37. Can rename folders and files.	
38. Can create a shortcut to a	
file on the desktop.	
39. Can find a file.	
40. Can describe the function of	
peripheral devices (i.e.	
scanner, printer, mouse,	
digital camera).	
41. Have a clear understanding	
of copyright laws as they apply to software and the	
Internet (web).	
42. Can install a printer.	
43. Can install a program to the	
hard drive.	
44. Can remove a program from	
the hard drive.	
45. Can develop and utilize a	
backup strategy.	
46. Can open a spreadsheet.	
47. Can save a spreadsheet to	
the hard drive and / or	
floppy drive.	
Entry Level	

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Entry Level _		
Number of IG	Os mastered:	

100% mastery required



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Skill	Date &
	Initial
FFL Five, con Low Adult Sec	condary
48. Can close a spreadsheet.	
49. Can create a "simple"	
spreadsheet (i.e. personal	
budget, timesheet).	
50. Can print a spreadsheet.	
51. Can enter data into a database.	
52. Can explain the difference	
between data and information.	
53. Can select the correct	
productivity software for a given	
task.	
54. Can start a web browser (i.e.	
Netscape Navigator, Internet	
Explorer).	
55. Can open a web page when given	
a web address (Universal	
Resource Locator or URL).	
56. Can set up a free Internet e-mail	
account.	
57. Can compose and send e-mail.	
58. Can retrieve, read, and	
respond/reply to e-mail.	
59. Can attach a file to an e-mail	
message.	
60. Can receive and open an attached	
file.	
61. Can open a web page and follow	
hypertext links.	
62. Can add a web page to the "Favorites" or "Bookmarks"	
list.	
63. Can access a web page from the	
"Favorites" or "Bookmarks"	
list.	
64. Can print a web page.	
65. Can use an Internet search	
engine.	
66. Can purchase a computer to meet	
individual needs.	
67. Can set up a "dial-up" Internet	
connection.	
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## COMPUTER LITERACY High Adult Secondary (FFL 6)

Student:	Program:
Instructor:	Date Enrolled:

Skill	Date &
	Initial
FFL Six - High Adult Secondary	
68. Can add an item to the "Start	
Menu."	
69. Can customize the "Taskbar."	
70. Can manage e-mail messages	
(i.e. creating folders, creating	
rules).	
71. Can create a "Docucentric	
Desktop."	
72. Can create a database that	
contains expressions	
(formulas).	
73. Can explain the difference	
between "relational" and	
"object-oriented" databases.	
74. Can identify the uses of and	
create macros.	

Skill	Date &
	Initial
FFL Six - High Adult Secondary	
75. Can utilize productivity	
software as a true integrated	
system.	
76. Can design and format a	
homepage.	
77. Can effectively use software	
with minimal assistance.	
78. Can identify programming	
languages commonly used	
today.	
79. Can provide detailed	
instruction to other students in	
the room in the use of various	
types of software.	

Entry Level	·	
Number of	IGOs mastered:	

100% mastery required

