Basic Digital Skills – Computers and Laptops Self-Assessment Check List[i]

Date: ___/___/___

Computer Access	Yes	No
I have access to a computer or laptop (one that I own or belongs to a family member, or friend) that I can use that connects to the internet		
I have access to a computer in a public library, school, One Stop Employment Resource Center, or other community location		
I have a USB flash drive that I can use to transfer files from one computer to another		
Access to other Mobile Devices	Yes	No
I have access to a tablet or smartphone (one that I own or belongs to a family member, or friend) that I can use that connects to the internet		
I have access to the internet/WiFi		
I have an unlimited dataplan so I can use the internet on my device		
Basic Computer/Laptop Operation	Yes	No
I know how to use a computer (desktop computer, laptop)		
I can use a keyboard		
I can type on a keyboard quickly (I do not have to look at the keyboard to type)		
I can use a mouse		
I can turn on and shut down a computer properly		
I can find and launch specific software programs (i.e. Word, Adobe, Internet Explorer, Chrome, etc.)		
I can move between different software programs (e.g. open Chrome browser when working on a Word document)		
I can create folders		
I can find files inside folders on my computer		
I can save work (files) to folders on the hard drive		
I can save work (files) to a USB Flash Drive		
I can save work to the Cloud		
I can print documents		
I can exit a software program properly		

Basic Mobile Device Operations	Yes	No
I know how to use a mobile device (e.g. smartphone , tablet)		
I can use the keyboard on my device		
I can use a touchscreen		
I can turn on and shut down a mobile device properly		
I know how to charge my device		
I can find and launch specific Apps on my device (i.e. Gmail, Faceboook, What'sApp, Chrome, Camera, Text, Phone, etc.)		
I can move between different software programs (e.g. open Chrome browser when working on a Word document)		
I can change the settings on my device (e.g. screen brightness, sound, screen lock, notifications)		
I can set a password on my device		
I can take a photo using my device		
I can find saved files in my device		
I can download new Apps on my device		
I can delete/uninstall Apps on my device		
I can change the volume on my device		
I can print documents		
I can exit a software program properly		
Internet/Web Skills	Yes	No
I can go to a web site if given its URL address (www.etc ….)		
I can use a web browser (Internet Explorer, Chrome, Safari, Firefox, etc.)		
I can move use hyperlinks on a webpage to move from one page to another		
I can use internet search engines (Google, Yahoo, etc.) to find information or do research		
I can use internet job search engines (Indeed.ca, monster.com, etc.) to search for jobs		
I can download (ie. PDF files, etc.) to a PC from the internet		
I can save files that I have downloaded to my computer/device from the internet		
I can complete an online job application or form on the internet		
I can paste or upload a document when required (e.g. for a job application)		

Email Skills	Yes	No
I have an email address where I can send and receive emails		
I can write a new email message		
I can send an email		
I can reply to an email that I receive		
I can forward an email that I receive to someone else		
I can attach a file or photo to an email that I send		
I can view an attachment (file) from an incoming email that I receive		
I can save an attachment (file) from an incoming email to my computer or device		
Word Processing Skills	**Yes**	**No**
I can create a new document in Word		
I can save a new document		
I can open an existing word processing document		
I can edit an existing document		
I can save an existing document that I have edited with a new name		
I can cut, copy, and paste text in a document		
I can change font style and size in a document		
I can bold, italicize, or underline text		
I can add bullets to text		
I can set text margins (left, right, top, bottom)		
I can set page orientation (portrait or landscape)		
I can run Spelling and Grammar check		

Comments:

[i] This checklist was adapted from a Job Skills Checklist on www.opportunityjobnetwork.com