

What can you do on the computer now? – Stage 1

Here's a list of tasks you might want to do on a computer.

At the start of this course, note your level of confidence or skill for each task in the 'Week 1' column. Here's a code you can use:

A = This task is **ALL** new to me.

B = I've done this **BEFORE**, but may still need help sometimes.

C = I'm **CONFIDENT** doing this by myself.

Don't worry if you don't know what some of these tasks even mean at this stage. You'll learn about them all during this course. Put an * next to 2-3 things that you're not sure how to do now, but you really want to by the end of the course. At the end of the course (Week 4), go through the list again to see how much you've learned.

Week 1 / Week 4

		Turn on the computer at home.
		Left click on a mouse.
		Right click on a mouse.
		Double click with a mouse.
		Start up my internet connection.
		Find a website when I know the address.
		Search for information online using key words.
		Scroll down webpages.
		Download a document from a webpage.
		Bookmark a website for easy/quick access later.
		Click on links on webpages.
		Close webpages.
		Enter your username and password to access email or a website.
		Open email messages to read them.
		Reply to or forward an email message.
		Compose and send an email message.
		Send a photo or document as an attachment to email.
		Save a document.
		Find and open a document that has been saved.
		Print a document.
		Close a document.
		Set up a new folder.
		Open a new folder.
		Move documents between folders, and/or between the desktop and a folder.
		Shut down the computer.