General Computer Usage P - 6 - Checklist

Name:	**P**	**1**	**2**	**3**	**4**	**5**	**6**
Computer Use							
Understands Computer Terminology							
Observes classroom computer rules							
Displays confidence in use of computer - individually							
Displays confidence in use of computer - partner or group							
Assists others to use computer and software							
Follows on screen instructions							
Uses a variety of software programs							
Uses computer time wisely							
File Management							
Opens and Exits programs							
Saves data to floppy disk							
Opens and Closes Files							
Loads CDs							
Prints work							
Shuts down computer correctly							
Keyboarding							
Uses Home Keys and Reaches							
Locates and uses Arrow Keys, Back Space, Delete, Caps Lock, Delete, Enter, Function, punctuation and Shift Keys							
Uses mouse efficiently							
The Computer Desktop							
Uses Start Menu							
Uses Library Book Mark System							
Uses email							
Uses WWW browser							
Publishing							
Types in stories							
Manipulates text - size, style, font							
Manipulates alignment - left, centre, justified							
Uses text Edit functions - cut, copy, paste, select all							
Manipulates graphics - resizes, rotates, edits							
Proof reads presentation - spellchecks, alters layout							
Peripherals							
Accesses network drives							
Uses digital camera, scanner							