



Skills Program – Computer Literacy

1. Develop and use Keyboard Skills to Enter Text
2. Operate a personal computer system
3. Use generic functions in a Graphical User Interface (GUI)-environment
4. Managing files in a Graphical User Interface (GUI) environment
5. Use electronic mail to send and receive messages
6. Use a Graphical User Interface (GUI)-based web-browser to search the Internet
7. Use a Graphical User Interface (GUI)-based word processor to create and edit documents
8. Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
9. Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations