

Scoring:

I= independent; T= can tell someone how; VH= needs verbal help; PH= needs physical help; N/A= not applicable

	<b>Operating Computer Tasks</b>
	Turn on your computer
	Identify the operating system and version number.
	Restart you computer if it becomes locked up
	Safely turn off your computer
	<b>World Wide Web Tasks</b>
	Connect to the internet
	Open a web page
	Move forward and back through web pages
	Follow a link from one web page to another web page
	Create a bookmark or save a favorite web page
	Save a Web Site Locator (URL)
	Use a search engine to locate information on the Internet
	<b>Email Tasks</b>
	Use e-mail to open and read a message
	Use e-mail to create and send a message
	Attach files to an e-mail message
	Use e-mail to attach and send a web-page
	Send the same e-mail message to more than one person at a time (Use an address list)
	Forward e-mail to others
	Add an e-mail address to address book
	<b>Windows Interface</b>
	Explain the terms: icon, menu, window, click, select, drag, button
	Use the mouse to select and deselect text
	Use right mouse buttons to select tasks: copy, paste, and review properties
	Use the mouse to open and close a program by clicking on an icon
	Use the "Start" button to execute programs
	Choose a command from the menu
	Move, resize or close windows
	Know the difference between close and exit
	Use the scroll bars
	Switch between open windows
	Switch between open applications
	Use Windows Explorer to create folders and move files
	<b>Working with Word Processing</b>
	Open a word processing file
	Save, save as, and save file as text file (.txt) or rich text format (.rtf)
	Edit a file
	Print a file
	<b>Working with different AT: SOLO, Natural Reader Minibar, etc</b>
	Open application
	Knowledge of features...