Northstar Digital Literacy Assessment Standards (Version 1)

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Basic Computer Skills

1. Distinguish between desktop and laptop computers.
2. Identify specific computer hardware: a system unit, monitor, printer, keyboard, mouse or touchpad, USB port
3. Turn computer and monitor on and off
4. Log on to computer
5. Demonstrate knowledge of function and placement of keys on keyboard: Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock
6. Identify types of mice: mouse and touchpad
7. Identify mouse pointer shapes and match them to the correct context of use: typing arrow (text), arrow (basic clicking), hand pointer (clickable links)
8. Demonstrate appropriate use and ability to right-click and left-click
9. Double click and right click
10. Drag and drop
11. Use mouse to select check boxes, use drop-down menus and scroll
12. Adjust volume and mute audio
13. Plug in headphones correctly and use when appropriate
14. Identify icons on desktop (Internet Browser, Control Panel, Recycle Bin, Skype)
15. Demonstrate the ability to use the recycle bin correctly for trashing and retrieving items
16. Demonstrate understanding that it is possible to customize a computer for increased accessibility
17. Demonstrate understanding that mice can be customized for left-handed people and that the speed of clicking can also be customized
18. Demonstrate understanding that screen resolution can be changed
19. Demonstrate understanding that software programs are upgraded periodically and that different versions may be installed on different computers
20. Identify storage media: USB/Flash drives (external) and hard drive (external and internal)

World Wide Web

1. Identify an Internet Service Provider and identify the main options for connecting to the internet: Dial-up, High Speed (cable or DSL), or wireless connection.
2. Identify commonly used browsers (Internet Explorer, Firefox, Chrome, Safari) and demonstrate knowledge of function.
3. Identify the address bar and enter a URL address.
4. Identify a website.
5. Identify a homepage.
6. Identify the following browser toolbar buttons and demonstrate the ability to use them: home, refresh, stop, back, forward
7. Use scroll bars to view different portions of webpages
8. Identify a hyperlink and demonstrate the ability to use a hyperlink to access other webpages.
9. Create a new tab, open a webpage in a tab, and move between tabs.
10. Enlarge the displayed text size

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11. Fill out an online form.
12. Correctly enter CAPTCHA security codes.
13. Use zoom function to enlarge image (CTRL+ or CTRL-)
14. Identify search engines (Google, Yahoo!, Bing) and enter search terms into the search engine.
15. Identify pop-up windows and close them.
16. Identify pop up windows have been blocked and enable individual pop up windows as needed
17. Identify common domain types: com, org, gov, edu.
18. Demonstrate knowledge that there are ways to increase Internet safety for children.
19. Identify antivirus software providers and function of antivirus software (Norton, McAfee, AVG).
20. Avoid providing personal or financial information unless on a secured website (https://)

Windows

1. Identify the operating system used by a computer.
2. Shutdown, restart, and log off a computer.
3. Open, close and switch between windows
4. Minimize and maximize windows
5. Identify the toolbar and menus.
6. Identify the taskbar.
7. Start, and exit programs (Microsoft Word, Excel, PowerPoint)
8. Identify drives on a computer: CD/DVD, floppy, hard drive (C), USB port, network drives (A, B, D, F, H, etc.)
9. Access the help menu.
10. Identify the desktop.
11. Demonstrate knowledge of Windows file organizational system and use it to locate files/documents (desktop, My Document, My Computer)
12. Use "Search" to locate a file or document
13. Delete documents or files.
14. Open programs.
15. Identify basic office software programs (Microsoft Word, Excel, Powerpoint), demonstrate knowledge of their functions, and identify their corresponding file extensions.
16. Open files using appropriate programs

Mac OS X

1. Identify the operating system.
2. Identify the Dock.
3. Identify the Menu Bar.
4. Identify the desktop.
5. Use Finder to locate files, folders, and applications.

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6. Move and delete documents or files.
7. Identify devices on a computer.
8. Open applications using the Application Folder.
9. Minimize and expand windows.
10. Open applications using the Dock.
11. Close and switch between applications.
12. Quit an application.
13. Demonstrate knowledge of System Preferences.
14. Demonstrate knowledge of Dashboard.
15. Use the help menu.
16. Use "Spotlight" to locate a document.
17. Log out and shutdown a computer.

Email

1. Define: email
2. Register for new email account in online program
3. Create username and secure password
4. Log into email
5. Create an email message
6. Address an email, including to more than one recipient
7. Send an email
8. Open an email
9. Reply to only the sender of an email or to all recipients (reply all)
10. Forward an email
11. Add an attachment to an email
12. Open an attachment in an email
13. Move or delete an email and retrieve an email from the trash
14. Understand basics of email etiquette: don't use all capital letters, fill in the subject line, use appropriate greetings & closings
15. Use caution when opening an email from an unfamiliar or unexpected source and avoid opening suspicious attachments
16. Avoid giving out personal information (especially financial information) or email address to unfamiliar people
17. Identify and delete junk mail, including spam
18. Be selective and cautious about forwarding email to large groups of people
19. Define: Computer virus
20. Define and tell the difference between a URL and an email address (see World Wide Web)

Word

1. Create a new document
2. Save and close a document
3. Open existing document

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4. Identify ribbon and toolbars
5. Demonstrate knowledge of the difference between "Save" and "Save As" functions.
6. Use Save As to save to a particular folder or file location and name the document.
7. Use undo and redo arrows
8. Cut, copy and paste
9. Use spell check and grammar check
10. Format the size, color and type of font
11. Align text: left, center and right justify
12. Set single or double spacing
13. Use bullets and automatic numbering
14. Use print preview and print.
15. Set margins
16. Select portrait or landscape
17. Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx

Social Media

1. Identify different types of social media and their primary functions (Facebook, LinkedIn, Twitter).
2. Create a new account on a social media network.
3. Recognize information posted by others or online or on social media networks that may present a risk to you (user as consumer of information).
4. Demonstrate knowledge of managing "friends" on Facebook: adding friends or accepting/declining "friend" requests.
5. Demonstrate an awareness that social media accounts have privacy settings that can be set by users.
6. Demonstrate an understanding of the consequences of "liking" something.
7. Share content by uploading media.
8. Identify information that is unwise to post and/or upload on a social media (too much personal sharing, inappropriate photos/comments) (User as publisher of information).
9. Distinguish between public and private "spaces" on social media sites (ex: Facebook messages and Facebook wall).
10. Post, share, like or comment on content.
11. Demonstrate knowledge of the permanence of anything posted on the internet.

Excel

1. Open a workbook.
2. Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number.
3. Identify sheet tabs, create a new tab, and rearrange tabs.
4. Name worksheets.
5. Locate a cell.
6. Create headings and freeze them.

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7. Format cells: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.).
8. Adjust rows and columns.
9. Insert and delete rows and columns.
10. Enter data in a cell.
11. Select a range.
12. Sort data (least to greatest, alphabetically, etc.).
13. Use AutoSum (Sum, average, etc.).
14. Write a formula in the formula bar (-, +, *, /).
15. Use Auto Fill.
16. Copy and move cell entries.
17. Choose page orientation.
18. Create a graph using data.
19. Save and name workbook.
20. Select a print area and print.
21. Save and close workbook using the ribbon.

PowerPoint

1. Open a new or existing PowerPoint presentation.
2. Identify parts of the PowerPoint Screen: slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars.
3. Insert new slides, duplicate, or reuse slides.
4. Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).
5. Apply or change a theme.
6. Use zoom control.
7. Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).
8. Add a textbox, adjust it, resize it, or delete it.
9. Change the view of slides (normal, slide sorter, reading view, slideshow view).
10. Insert, delete and move slides using slide navigation pane.
11. Use the quick access toolbar.
12. Apply and customize slide transitions (select, preview, add sound, automatic advance).
13. Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles)
14. Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).
15. Save a presentation as a .ppt, .pdf, .png, etc.
16. Create handouts.
17. Print a presentation.

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Information Literacy

1. Define a problem, formulate a question, or identify a decision that needs to be made.
2. Identify purpose for accessing information; how the information will help solve the problem, answer the question, help to make a decision, help with accomplishing a goal or objective.
3. Define the kind of information needed to complete the task.
4. Identify different types and formats of information found online (articles, databases, images, videos, etc.).
5. Plan steps required to solve the problem or accomplish the task.
6. Recognize the costs, in time or money, and benefits of accessing different sources of information (article, newspaper, consumer reports).
7. Demonstrate use of efficient search strategies to locate varied resources, including refining search to hone in on relevant information found in a previous search.
8. Locate potentially relevant information in media found online, including text, video, images, etc. Locate the source of the information.
9. Make use of hyperlinks to follow desired/required path of information.
10. Demonstrate basic understanding of use of non-Internet sources of information (personal documents, Excel spreadsheet, etc).
11. Discern between relevant and non-relevant information in an information source and select the information that addresses the issue that motivated the search.
12. Determine the quality of information by identifying bias, assessing the reliability of sources, and identifying the impact of context.
13. File/store information in a format that facilitates ease of access for future use (e.g., file naming, folder organization, bookmarking, etc.)
14. Monitor extent to which information solves a problem and know when additional information is needed.
15. Synthesize relevant information from one or more sources.
16. Integrate new information into current knowledge and use it to support understanding, views, perspectives, or opinions.
17. Act on information to solve basic problems or answer a question.
18. Select appropriate format for sharing information, based on audience and purpose, and distribute to intended audience.
19. Evaluate the result of gaining/using the information. Was the question answered? Was the problem solved? Was a better decision made? Was a goal or objective met?