

Essential Computer Skills - Survey Responses from 23 UW Rock County professors

Essential	Worth learning, but not essential	Irrelevant in my classes	
General Computer Knowledge			
X			Log-on and log-off
X			Reboot
X			Use a mouse to click and drag an item
X			Use the functions of the left and right mouse buttons
	X		Adjust a monitor (resize, change display properties)
X			Run a program from CD or other drive
X			Open more than one program at a time and move quickly between them
File Management Knowledge			
X			Use appropriate form for filenames
X			Search for a file
X			Create a folder
X			Navigate file structures using Windows Explorer
	X		Create a shortcut on the desktop
X			Save files to a desktop folder, hard drive or disk
	X		Use compression software such as Winzip to compress and decompress files
	X		Remove unwanted files and empty the recycle bin (and restore items sent to the recycle bin)
X			Copy documents from a hard disk or USB drive and vice versa
System Maintenance & Security Knowledge			
	X		Back up data using backup utilities or zip drives
	X		Use and maintain an up-to-date antivirus program to check programs and files for viruses
	X		Diagnose and correct common hardware/software problems using self-help resources (manuals, online help and Windows troubleshooter)
	X		Remove programs that are not used via the add/remove programs feature and install or upgrade programs
		X	Add new hardware such as scanners, mouse, keyboards, monitors, palm pilot, modem, etc.
	X		Perform basic system maintenance using system tools (e.g. scan disk, disk cleanup, disk defragmenter)

Essential Computer Skills - Survey Responses from 23 UW Rock County professors

Essential	Worth learning, but not essential	Irrelevant in my classes	
Word Processing Skills			
X			Change font or fontsize, color and style
X			Insert and remove/modify margins and tabs
X			Insert and remove/modify headers, footers, and page numbers
X			Change line spacing
X			Edit, copy, cut and paste a block of text
X			Create a table in a word processing document
X			Use a spell checker
X			Insert graphics and other files (spreadsheets, other documents) into a document
X			“Save as” in order to change the format of the document you are saving from one type of word processing program to another or from a word processing format to html
Communication Skills (email, listservs)			
X			Compose, send, reply to and forward email messages
X			Attach files to an email message
	X		Use an electronic address book to retrieve and store individual and group email addresses
	X		Set up email preferences related to delivery, formatting, spellcheck, security, message handling and file management
	X		Subscribe to a listserv or electronic discussion group
	X		Configure your junk mail filter to accept or reject emails from specific sources
X			Use proper “netiquette”
Web Skills			
	X		Save a web page
	X		Bookmark a website
	X		Customize a Web Browser (security settings, tool bars, homepage, etc.)
	X		Create a basic website
	X		Know the difference between a “search engine” (e.g. Google, AltaVista), subject directory (e.g. Scout Report, Yahoo) and a meta-search tool (e.g. DogPile, Ask Jeeves) and know when it is most advantageous to use one over the other
	X		Empty the disk and memory cache on your browser to free up space

Essential Computer Skills - Survey Responses from 23 UW Rock County professors

Essential	Worth learning, but not essential	Irrelevant in my classes	
Databases, Searching & Information Integrity			
X			Evaluate the information you find on the Web using the same standards as print materials: authority, accuracy, objectivity, coverage, currency and design
X			Search for a topic in one of the large journal databases (e.g. EBSCO, ProQuest, Gale/Infotrac, Jstor, PubMed, Lexis/Nexis, TOXNET, etc.)
X			Know what Subject Headings are and how to use them
X			Know what difference "AND" and "OR" would make in combining the results of two searches
X			Know how to construct a search for an exact phrase and how to use alternative spellings (e.g. British) and synonyms/different forms of keywords (e.g. tv in addition to television)
X			Know how to use truncation and wildcards when searching
X			Search the UW Colleges online library catalog
X			Know how to cite books, journal articles, technical reports and other documents published on the Web
Spreadsheets			
X			Create a simple spreadsheet with rows, columns, and headings
	X		Scroll through a spreadsheet
	X		Freeze/unfreeze, and hide/show columns or rows
	X		Insert and delete rows and columns
X			Enter, edit, format and delete the contents of cells
	X		Use the Format Cells menu option to format numbers, align cell content, change fonts and add borders and patterns
	X		Create a formula (e.g. using SUM, AVERAGE functions)
	X		Change the format of a number in a spreadsheet from currency to comma and know what that means
	X		Copy a column of figures into a second column
	X		Select a range of spreadsheet rows and columns and create a chart, bar graph, pie graph, table and line graph
Presentation Skills			
	X		Create presentations using wizards, design templates or blank layouts
	X		Create and edit slides using standard layouts and designs
	X		Add objects (e.g. clip art, pictures, video clips, sound) to a slide show
	X		Add animations and transitions to slides
	X		Navigate between slides and switch between different views (slide, outline, notes)