

## Essential Computer Skills

Computers are used in literacy programs for a variety of purposes. In many literacy programs, a computer is an educational tool used to help students improve their literacy skills. Computers may also be used to provide students with computer training. In both cases, students need to master some basic word processing skills such as the ones listed below. These skills allow students to attempt a wide variety of literacy tasks such as typing a grocery list, a letter of complaint, a resume, or an autobiography.

	Still Learning	Needs More Practice	Mastered
<b>Generate Text</b>			
Type words using capital letters and spaces.			
Type lists using the return key.			
Type sentences including punctuation.			
Type paragraphs using the tab key.			
Type letters using the appropriate spacing.			
Type charts using the tab key or a table tool.			
Type numbered lists using the appropriate indentation.			
<b>Edit Text</b>			
Erase what has just been typed.			
Use the mouse to move and insert/delete text.			
Insert/delete lines in a list, letter, etc.			
Edit spelling using a spelling tool.			
<b>Format Text</b>			
Use different text formats: fonts, sizes and styles.			
Use different alignments: left, center and right.			
<b>Manage a Document</b>			
Start a new document.			
Save a document.			
Print a document.			
Close a document.			
Open a document.			

If you are interested in teaching word processing skills such as these and/or more advanced computer skills, here are some resources you may want to consult.

# Navigating the Web

Resource	Description	Learners	Integrated	Computer Skills	Lessons Plans	Assessment Tools
Basic Computer Literacy for Adults - <a href="http://www.aalrc.org/cl/welco mecl.html">http://www.aalrc.org/cl/welco mecl.html</a>	Basic online course	Adult literacy students	No	General knowledge, hardware, Windows, word processing - NotePad, email and the Internet (in development)	Yes	Yes
Basic Computer Literacy by Joan Perry - <a href="http://www.nald.ca/Nald-nb/english/innosucc/facilit/Computer/Title.htm">http://www.nald.ca/Nald-nb/english/innosucc/facilit/Computer/Title.htm</a>	Online course materials	Adults in a CASP program in Minto, New Brunswick	No	General knowledge, hardware, word processing, other software, the Internet, email, keyboarding	Yes	No
Bridging the Gap Curriculum Guide by Samariton House Training Centre (This guide will be highlighted in a future issue of CONNECT.)	Theme-based lesson plans cross-referenced with the Government of Manitoba's academic curriculums	Adult literacy students at Samariton House in Brandon, Manitoba	Yes		Yes	
Computer Literacy Instructors' Guide - <a href="http://gateways.unhny.org/curriculum/">http://gateways.unhny.org/curriculum/</a>	Online collection of lesson plans for integrating life skills and job readiness activities into a computer literacy curriculum	Adults whose children are participating in The American Gateways settlement program	Yes	Windows/Mac OS, word processing - MS Word, spreadsheet, presentation, the Internet	Yes	Yes
Jan's Illustrated Computer Literacy 101 - <a href="http://www.jegsworks.com/Lessons/index.html">http://www.jegsworks.com/Lessons/index.html</a>	Course notes and presentations	College Students in Tennessee	No	General knowledge, advanced hardware, Windows (including a French version), word processing, spreadsheets (in development), the Internet	Yes	Yes
Multimedia Applications on a Shoe-String Budget - <a href="http://library.thinkquest.org/50001/">http://library.thinkquest.org/50001/</a>	Units to teach tool-based programs while also reinforcing core content skills	Middle school students in Washington, DC	Yes	Word processing - MS Word, graphics, presentation, web publishing	Yes	Yes

\* This review was written in November 2000. Parts of this review may not apply to the current version of this website.