



**General Computer Literacy**

**Basic Computer Literacy**

**Digital Lit. 14-Software**

Basic Computer Literacy Menu	Move Window	Shortcut Keys - Editing
Digital Literacy Netiquette	Maximize Window	Maximize Window
Create Folder – Desktop	Bring Hidden Window to Front	Move Text
Folder – Open in New Window	Cursor Change	Undo and Redo an Action
Move a file	ALT Commands	Go to a Page
Documents Library – Display	Shift Characters	Replace Text
Folder – Display Properties	Backspace to Delete	Check Spelling
Copy File Between Locations	Go to Next Page	Create a New Workbook from a Template
Select multiple non-contiguous files	Using the Scroll Bar	Open Workbook
Select multiple contiguous files	Use Hyper Link	Save Workbook
Rename a file	Change Dialog Tabs	Switch to Outline View
Sort a list of files	Print Page	Create a Folder-Explorer
Outlook Create an E-Mail	Spin Button	Rename a File
Outlook Forward an E-Mail	Right Click	Create a Bulleted List
Outlook Search E-Mail for Subject	Drag and Drop	Change Worksheet Margins
Basic Computer Literacy Scroll	Select from List Box	Change Paper Orientation
Digital Literacy VPN	Using a Combo Box	Shut Down Command
Basic Computer Literacy Create Password	Double Click	Log Off Computer
Basic Computer Literacy Print Page	Check Boxes	Use Print Preview
Digital Literacy Problems – Virus	Move Cursor	Print Document
Digital Literacy Phishing email	Cursor Change	Use Control Panel to Apply Screen
Digital Literacy Secure Sites	Create Password	Change Appearance of Documents Window
Empty the Recycle Bin	Change Contents in Text Box	Modify Font
Search Programs	Delete	Toolbars - Customize
Display the list of Help topics	Menu Command	Zoom
Basic Computer Literacy Characters Using Shift Key		Create a Macro Button
Chrome Go to Web page		
Chrome Stop Loading a Page		
Chrome Back One Page		
Chrome Find		
Chrome Reload a Page		
Basic Computer Literacy Maximize		



## Windows 10 Topics

Redisplay a maximize window
Move a Window
Add an icon to the desktop
Adjust icon size
Display the desktop
Apps – Pin to task bar
Folder – Display Properties
Search for a file (begin from File Explorer)
Copy File Between Locations
File Between Locations
Compress files
Sort a list of files
Move a File
Item Find in file tree
Extract compressed files
Select multiple contiguous files
Select multiple non - contiguous files
File Explorer - Minimize
Start File Explorer
Start a Windows 10 app
Create Folder - Desktop
Folder – Open in New Window
File Explorer – Quick Access
Rename a file
Switch Users
Documents Library - Display
Create Shortcut
Switch users
Open Office document using Start Search
Stack windows
Tablet mode
Empty the Recycle Bin
Rearrange Start menu item
New Desktop
Change Screen Resolution
Change Window
Search Programs