

Pre-Requisite Computer Skills *(check off skills that have been acquired)*

Mouse Wheel – Scrolling Function

	Turn the wheel on the mouse one notch to scroll down
	Scroll down one line at a time
	Scroll down multiple lines at a time
	Scroll from one page to another
	Use the mouse to click, double click, drag and drop

Typing & Keyboard Skills

	Recognize and easily locate letters
	Recognize and easily locate the apostrophe
	Recognize and easily locate numbers
	Recognize and easily locate operations (+, -, =)
	Recognize and easily locate punctuation signs (. , ! ?)
	Recognize and easily locate quotation marks (")
	Type words
	Type a sentence a sentence without omitting letters or words
	Type a sentence with clear spacing between words
	Correct mistakes identified in a word, sentence or short text
	Correctly use the following key/functions:
	Directional arrows
	Caps lock
	Shift key to capitalize letters
	Enter
	Number lock (num lock)
	Mouse cursor

	Locate and use the following tool bar commands:
	Open a blank document
	Use the cut, copy and paste functions
	Use shortcuts for cut, copy and paste
	Undo
	Bold, italic, underline
	Font
	Font size
	Font colour
	Text alignment (left, center, right, justified)
	Enlarge or reduce the size of the text or of an image
	Copy an image into a Word document
	Select text (highlight) to copy and paste elsewhere
	Insert or delete text
	Switch from one document to another (reduce screen)
	Use the drawing tool bar (pictures & clipart, Word Art)
	View page layout – portrait and landscape
	Page numbering

Managing Files

	Save a document on the desktop
	Save a document in a file on the computer
	Save a document on a USB key
	Save a document on Office 365
	Share a document in Office 365

	Print a document
	Locate a document
	Open and close a document

Software Programs & Digital Resources:

Run the following software/computer program(s):

- Word Q
- Natural Reader
- Audacity
- CMaps
- Comic Life
- PowerPoint
- Other:

Properly quit the following software/computer program(s):

- Word Q
- Natural Reader
- Audacity
- CMaps
- Comic Life
- PowerPoint
- Other:

Access the following digital resources (biblioelem.rsb.qc.ca):

- Tumblebooks
- BookFlix
- Encyclopedia Britannica
- Britannica ImageQuest
- Universalis
- OverDrive
- Other:

