

# Computer Skills Checklist

ITG recommends that all OHSU computer users seek to attain a basic level of proficiency in order to make effective use of the information systems on which the university is becoming more and more reliant. Faculty and staff are committed to providing training and assistance so that all users can work at this minimum level of self-sufficiency. Please contact the **HelpDesk at 494-2222** or the IT Training Web Page <https://trainingforce.ohsu.edu/registration/> for advice on training classes, which will help users acquire any or all of these skills.

All OHSU users should be able to understand and manage these basic computer literacy skills.

## FILE MAINTENANCE

- Open files
- Save files
- Locate files
- Rename files
- Delete files
- Copy or Move Files, including to/from external media
- Use Find, including advanced options
- Save As a new file format, and knowing when and why to use it
- Understand the implications of file extensions and associations

## DIRECTORY MAINTENANCE

- Use directory structures to organize documents
- Create, Rename and Delete folders

## MANAGE DESKTOP

- Manage open windows
- Minimize or maximize, or resize a window
- Understand the concept of active and inactive windows
- Access a specific application when several are open

## WORD PROCESSING

- Page formatting
- Text formatting (font type, size bold, italic, etc)
- Use of Tool bars, spell checking, print preview, search and replace
- Negotiating multiple open word-processing documents
- Setting up preferences and options such as automatic backup, preferred directories, etc.

## CUT, COPY, AND PASTE

- Text and Graphics from one document to another
- Text and Graphics from one application to another

## IMPORTING TEXT FILES

- Know how to import text files with .txt extensions into spreadsheets, databases or word processing documents

## PRINTING

- Shift between local and network printing or between network printers
- Cancel or suspend a print job

## EMAIL

- Compose, address and send messages
- Add, open and save attachments
- Print messages and attachments
- Manage folders
- Create personal address lists
- Archive email
- Change preferences and/or setup

## BASIC NETWORK SKILLS

- Understand UNC and virtual drive letters
- Browse for things you cannot immediately find

## BASIC HOUSEKEEPING SKILLS

- Determine how much space a file or directory occupies
- Determine available free space on a drive; know what to do if your hard drive is full
- Defragment your disk
- Check for viruses
- Zip/unzip files
- Deleting archived email

## INTERNET/INTRANET (O-ZONE)

- Browse the web
- Read OHSU campus news groups
- View events on the OHSU campus calendar
- Understand the distinction between the OHSU internet and O-Zone (intranet) page