

Skill Level Guide

The Advanced User: An "advanced" user is a daily computer user who can quickly and easily navigate through a computer's operating system as well as open, edit and create files. He has mastered all the skills of the Intermediate and **already has a solid foundation in several programs** about which he or she is attempting to learn more.

The Intermediate User: An "intermediate user" is a daily computer user who feels at ease with the keyboard and mouse. The intermediate user can quickly and easily navigate through the computer's operating system as well as open, edit and create files. The intermediate user is ready to expand his use of computer technology beyond email and browsing the Internet.

An Intermediate User has the following Skills:

- **use your operating system with ease**
 - use a mouse - click, double click, drag, control-click
 - use the finder menu bar, pull down menus, dialog boxes
 - resize a window, move a window, activate a window, collapse a window,
 - open a program, use its tool bar, create a folder, save a file into the folder, search for lost files on the hard disk
 - select, copy, paste and delete data
- **use your computer's folder organization with ease**
 - find and open a file in a folder on the desktop
 - find and open a file embedded within the system's folders on the hard drive
 - save a file into a specified folder on the desktop or hard drive
- **use a browser with ease**
 - open a browser and set your preferences
 - enter web addresses in the location field
 - navigate forward and backward through a series of web pages
 - conduct a search for a focused topic
 - download a document or PDF file (and then open and read it.)
- **use email on a daily basis**
 - receive and send email with ease
 - detach and open email attachments
 - decompress and open compressed files (zip and unzip files)
- **troubleshoot and solve small problems**
 - "force quit" an application if it freezes and restart the computer

The Beginner User: A "beginner" user is a frequent computer user who can navigate through a computer's operating system in order to open, edit and create files. However, the beginner is still tentative with these tasks.

The Novice: The Novice is fairly new to computer use and is still learning the basic skills.

Rank yourself at the level that you believe best fits your skill.

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|---------------------------------------|--|
| <input type="checkbox"/> Advanced | <input type="checkbox"/> Intermediate Plus |
| <input type="checkbox"/> Intermediate | <input type="checkbox"/> Beginner Plus |
| <input type="checkbox"/> Beginner | <input type="checkbox"/> Novice |