

ESOL 50, 51, 52
Tech Class for ESOL 1, 2, 3
Survey

I have used a computer ___ a lot ___ some ___ a little ___ never

- a. I know this
- b. I know this a little
- c. I don't know this.

Basic Computer Skills	a	b	c
1. Logon to the computer			
2. Open the programs I want to use			
3. Find files on the T-drive			
4. Open Internet Explorer			
5. Save files to the "H" drive			

Basic Microsoft Word Skills	a	b	c
1. Open Microsoft Word			
2. Select, tab, enter, center, align text, and bold			
3. Change fonts, font size, spacing			
4. Cut, paste, copy			
5. Insert photos or clip art			
6. Print, print preview, save to H drive or flash drive			

Basic Email Skills	a	b	c
1. Sign up for a gmail account			
2. Send messages using gmail			
3. Send attachments (photos, files) using gmail			
4. Change the fonts in gmail			

Name _____

Basic Internet Skills	a	b	c
1. Open Internet explorer			
2. Find English learning websites on the internet			
3. Find community information on the internet			
4. Find information that I want to find on the internet			

Jean,

One thing I want to tell you is.....