

Saint Louis University

School of Nursing

Computer Competencies

Learning online will be greatly facilitated if you have some basic computer skills before enrolling in a Web course. You can acquire these skills on your own or by attending continuing education classes at a local library or community college.

Check off whether you can do the following:

- ☐ Browse the Web.
- ☐ Recognize a Web link.
- ☐ Use the Back and Forward buttons.

- ☐ Print Web pages.
- ☐ Create and edit bookmarks/favorites.
- ☐ Download and install software from the Web (Google Chrome, Adobe Reader, ect.).

- ☐ Use Microsoft Windows or Apple Macintosh.
- ☐ Connect to the Web using broadband.
- ☐ Type using a Microsoft Word or other compatible word processor.
- ☐ Open a file or document, save a file or document, and "save as" a different file type.

- ☐ Develop a presentation using Microsoft PowerPoint.
- ☐ Send and receive e-mail and print messages.
- ☐ Attach files to e-mail.

- ☐ Cut, copy, and paste text.
- ☐ Move, copy, and delete files (for example, using My Computer or Windows Explorer).



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