Computer Skills Assessment (CSA)
PC BASICS Study Guide

Below is a list of objectives covered in the PC Basics Computer Skills Assessment. Each of the questions in the assessment requires the completion of multiple tasks and an example has been included.

- Access and use Help functions of software programs
- Find Files and Folders
- Demonstrate the basic use of Copy, Paste, Save, and Print
- Describe practices to keep a computer free of viruses
- Explain the concept of a computer network
- Locate and launch files and software programs
- Use Files, Folders and Shortcuts
- Use hardware components such as mouse & keyboard
- Use Menus, Windows and Programs
- Use My Computer
- Use the Start Menu
- Use terms related to the operating system & software
- Work with the Desktop
- Work with the Operating System
- Compare the methods of Internet access connections
- Describe general structure & operation of the Internet
- Discuss email netiquette and Internet security
- Discuss Internet security and threats
- Explain the concept of a web browser
- Explain the concepts of a URL
- Identify basic parts of a web browser
- Open, view & save e-mail attachments
- Properly enter an e-mail address
- Search for Information on the Internet
- Send, Forward, and Reply to e-mail messages
- Show knowledge of domain names and IP addresses
- Use the toolbar in a web browser
- Work with Views and Toolbars

Example Question

You saved 3 files on the computer.

- Email these files as attachments in 1 email. Use your @mycwi.cc email address.
- Send the email to the provided E-mail address.
- Use COMPUTER BASICS & INTERNET – YOUR NAME as Subject of the email.

Suggested Training material

Windows Basics Help documents can be found on your Windows computer by clicking **Start, Help and Support, Learn about Windows Basics.**

Windows 7 help at http://windows.microsoft.com/en-us/windows/how-to

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