HEIDE WRIGLEY | Innovations in English Language Learning

Technology Can Do List

Name _____ Date _____ Class _____

	I Can…	Yes!	Little Help	Lot of Help	No!
	Hardware				
1	Start, restart or shut down a computer properly				
2	Use a computer mouse to right and left click and move objects on screen				
3	Use a laptop track pad				
4	Type efficiently on a keyboard using all fingers				
5	Clean a computer keyboard and screen without damaging computer				
6	Plug in an external microphone and headphones				
7	Adjust the volume of the computer's speakers				
8	Insert, play and eject a CD or DVD				
9	Plug in and safely eject a USB device, such as a thumb drive or printer				
10	Connect a computer to a cable that connects to the Internet				
11	Connect a computer to a wireless Internet connection				
	Software				
12	Create, use and change a password to log onto a computer				
13	Open an Internet browser and go to Web sites				
14	Save a Web site as a favorite				
15	Open an application or file on the computer				
16	Drag, minimize, expand or close a computer window				
17	Search for Web sites using a search engine such as Google				
18	Type information onto an Internet form such as a job application				
19	Play an online video from a Web site such as YouTube				
20	Use an email client (such as GMAIL or Hotmail) to send and receive email				
21	Find and open a language program				
22	Download and save files from the Internet				
23	Create folders and save files into them				
24	Cut, copy, paste and move files and folders on a computer				
25	Find and open a program on a computer				
26	Use Skype for audio and video conversations and making calls				
27	Use Skype to send instant messages and chat with others				
28	Set up and use a Facebook account				
29	Find and play files on an MP3 player				