

**TEKNIMEDIA'S COMPUTER LITERACY SERIES**  
**Correlation to**  
**Ohio ABLE - Kansas Computer Literacy Assessment**

<b>Beginning ABLE</b>	<b>Teknimedia's Computer Literacy Series</b>
1.1 Turn on a computer.	No Teknimedia Computer Literacy Series courses are currently available.
1.2 Correctly turn off a computer.	No Teknimedia Computer Literacy Series courses are currently available.
1.3 Use a mouse for controlling the cursor and the status line.	Teknimedia Mouse Tutorial PC100 - Basic Skills, Sec. 11-12
1.4 Use a keyboard for controlling the cursor and status line.	PC100-Basic Skills, Sec. 11-12
1.5 Adjust monitor.	No Teknimedia Computer Literacy Series courses are currently available.
1.6 Start a program from program list or Windows display.	PC100 - Basic Skills, Sec. 19-20
1.7 Use educational software.	Pre-requisite Skills: PC100 - Basic Skills PC110-Files and Folders
1.8 Find and respond to screen prompts.	Pre-requisite Skills: PC100 - Basic Skills
<b>Low Intermediate ABLE</b>	<b>Teknimedia's Computer Literacy Series</b>
1.1 Format a floppy disk.	No Teknimedia Computer Literacy Series lessons are currently available.
1.2 Explain the difference between a program and a document.	PC110-Files and Folders, Sec. 7
1.3 Create a simple text document	Prerequisite Skills: PC100 - Basic Skills PC110 - Files and Folders, Sec. 7-8
1.4 Open a document	Prerequisite Skills: PC100 - Basic Skills PC110 - Files and Folders, Sec. 9, 11
1.5 Save document in a new and in an existing file.	PC110 - Files and Folders, Sec. 8-10
1.6 Close a document.	PC110 - Files and Folders, Sec. 8-10
1.7 Print a document from the list files options.	PC110 - Files and Folders, Sec. 12
1.8 Print a document using print menu.	PC110 - Files and Folders, Sec. 12

<b>Low Intermediate ABLE Continued</b>	<b>Teknimedia's Computer Literacy Series</b>
1.9 Use the view document option before printing.	PC110 - Files and Folders, Sec. 12
1.10 Distinguish between the SAVE and EXIT functions.	PC110 - Files and Folders, Sec. 8-10
1.11 Retrieve an existing document, edit and save in a new file.	PC110 - Files and Folders, Sec. 8-10
1.12 Use RENAME to change the name of a file.	PC110-Files and Folders, Sec. 20 & 24
<b>High Intermediate ABLE</b>	<b>Teknimedia's Computer Literacy Series</b>
1.1 Use word processing to create a simple document demonstrating the following competencies: <ul style="list-style-type: none"> <li>▪ Set and change the margins.</li> <li>▪ Underlining, boldfacing and italicizing text.</li> <li>▪ Using the blockage function.</li> <li>▪ Moving and copying text to other parts of document.</li> <li>▪ Deleting text from document.</li> </ul>	Pre-requisite Skills: PC100 - Basic Skills
1.2 SPELLCHECK and correct errors.	Pre-requisite Skills: PC100 - Basic Skills
1.3 Select and alter font style and size.	Pre-requisite Skills: PC100 - Basic Skills
1.4 Save block of text as separate document.	Pre-requisite Skills: PC100 - Basic Skills
1.5 Send FAX document using Fax machine.	No Teknimedia Computer Literacy Series Courses are currently available.
1.6 Duplicate documents using photocopier.	No Teknimedia Computer Literacy Series Courses are currently available.
1.7 Compose and send e-mail message.	PC120 - The Internet Using Netscape, Sec. 28-33 PC125 - The Internet Using IE/Outlook Express, Sec. 27-32
1.8 Read an e-mail message.	PC120 - The Internet Using Netscape, Sec. 24-27 PC125 - The Internet Using IE/Outlook Express, Sec. 23-26
<b>Low Adult Secondary</b>	<b>Teknimedia's Computer Literacy Series</b>
1.1 Create a business letter using a word processing program.	Prerequisite Skills: PC100 - Basic Skills PC110 - Files and Folders

<b>Low Adult Secondary Continued</b>	<b>Teknimedia's Computer Literacy Series</b>
1.2 Reformat margins, spacing, justification, and tabs within documents.	Prerequisite Skills: PC100 - Basic Skills
1.3 Select and use the appropriate document template for different types of documents.	Prerequisite Skills: PC100 - Basic Skills
1.4 Create supporting visual aids for a simple presentation.	Pre-requisite Skills: PC100 - Basic Skills
1.5 Create simple tables.	Pre-requisite Skills: PC100 - Basic Skills
1.6 Copy tables to a separate document.	Pre-requisite Skills: PC100 - Basic Skills
1.7 Troubleshoot computer problems by checking electrical connections and using computer support materials.	No Teknimedia Computer Literacy Series Courses are currently available.
1.8 Access and use the HELP function.	No Teknimedia Computer Literacy Series Courses are currently available.
1.9 Send and receive e-mail messages with attachments.	PC120 - The Internet Using Netscape, Sec. 31 & 33 PC125 - The Internet Using Internet Explorer & Outlook Express, Sec. 30 & 32
1.10 Access a specific Web page (URL) and search the Web using a variety of tools.	PC120 - The Internet Using Netscape, Sec. 9-16 PC125 - The Internet Using Internet Explorer & Outlook Express, Sec. 9-16
1.11 Utilize e-mail, news groups, or other web browser applications to obtain information on a selected topic.	Pre-requisite Skills: PC120 - The Internet Using Netscape and/or PC125 - The Internet Using Internet Explorer & Outlook Express
1.12 Evaluate and select appropriate information from multiple resources to complete a research assignment.	No Teknimedia Computer Literacy Series Courses are currently available.
1.13 Access, utilize, and research resources daily through the World Wide Web.	Pre-requisite Skills: PC100 - Basic Skills PC120 - The Internet Using Netscape PC125 - The Internet Using Internet Explorer & Outlook Express
1.14 Install and use a new software program.	No Teknimedia Computer Literacy Series Courses are currently available.