

# TEKNIMEDIA'S COMPUTER LITERACY SERIES

## Correlation to Computer Literacy Program for Arkansas WAGE

### EFL Educational Functioning Level

EFL #1 Beginning Literacy  
 EFL #2 Beginning Basic Education  
 EFL #3 Low Intermediate Basic Education

EFL #4 High Intermediate Basic Education  
 EFL #5 Low Adult Secondary Education  
 EFL #6 High Adult Secondary Education

Computer Literacy Program for Arkansas WAGE Program	Teknimedia's Computer Literacy Series
<b>EFL #1</b>	
1. Identify computers and other technology	PC101-Computer Basics, Sec. 1.1-1.5
2. Operate the audio video features of computer software	Computer Literacy Series Operational Guide
<b>EFL #2</b>	
3. Can identify computer hardware	PC101-Computer Basics, Sec. 2.2
4. Can turn on a computer	No Teknimedia lessons currently available.
<b>EFL #3</b>	
5. Shut down Windows properly	No Teknimedia lessons currently available.
6. Move the mouse pointer and make it go where s/he wants it to	PC100-Basic Skills, Mouse Tutorial
7. Click a mouse (pointing device)	PC100-Basic Skills, Mouse Tutorial
8. Double click a mouse	PC100-Basic Skills, Mouse Tutorial
9. Click and drag a mouse	PC100-Basic Skills, Mouse Tutorial
10. Use the keyboard (not necessarily with the proper typing skills)	PC100-Basic Skills, Sec. 7, 8, 11, 12, 13 PC101-Computer Basics, Sec. 2.7 PC110-Files & Folders, Sec. 29
11. Move and resize windows	PC100-Basic Skills, Sec. 6, 7
12. Use menus and toolbars	PC100-Basic Skills, Sec. 8, 9 PC110-Files & Folders, Sec. 27
13. Use scroll bars	PC100-Basic Skills, Sec. 6, 7, 13, 14

<b>EFL #4</b>	
14. Edit text within a software application	PC100-Basic Skills, Sec. 11, 12 PC140-Basic Word Processing, Sec. 5-7
15. Explain the difference between a program and a document	PC101-Computer Basics, Sec. 3.1-3.4 PC110-Files & Folders, Sec. 7
16. Start a program by double-clicking an Icon	PC110-Files & Folders, Sec. 11
17. Start a program from the Program manager or Program List from Start Menu	PC100-Basic Skills, Sec. 19
18. Open a document from the hard drive and floppy drive using a word processing program	PC110-Files & Folders, Sec. 9-11 PC140-Basic Word Processing, Sec. 10, 11
19. Save a document using a word processing program	PC 110-Files & Folders, Sec. 8, 10 PC140-Basic Word Processing, Sec. 8, 11
20. Close a document using a word processing program	PC 110-Files & Folders, Sec. 8, 10 PC140-Basic Word Processing, Sec. 8, 11
21. Create a document using a word processing program	PC 110-Files & Folders, Sec. 8, 10 PC140-Basic Word Processing, Sec. 9, 11
22. Print a word processing document	PC 110-Files & Folders, Sec. 13 PC140-Basic Word Processing, Sec. 28, 29
<b>EFL #5</b>	
23. Can open and view the contents of My Computer	PC 110-Files & Folders, Sec. 3, 4
24. Can view folders and files	PC110-Files & Folders, Sec. 3-6, 9-11
25. Can create a folder	PC110-Files & Folders, Sec. 18, 22
26. Can move folders and files	PC110-Files & Folders, Sec. 18-23, 25
27. Can delete and restore folders and files	PC110-Files & Folders, Sec. 20, 21, 24, 28
28. Can rename folders and files	PC110-Files & Folders, Sec. 20, 21, 24, 25
29. Can create a shortcut to a file on the desktop	PC110-Files & Folders, Sec. 28, 29
30. Can find a file	PC110-Files & Folders, Sec. 31-33
31. Can describe computer hardware functions	PC101-Computer Basics, Sec. 2.2

32. Has a clear understanding of copyright laws as they apply to software and the web	Teknimedia lessons not currently available.
33. Can develop and use a back up strategy	PC110-Files & Folders, Sec. 34
34. Can start a web browser	PC120-The Internet (Netscape), Sec. 12-20 PC125-The Internet (IE/Outlook Express), Sec. 12-20
35. Can open a web page when given a web address	PC120-The Internet (Netscape), Sec. 12, 14 PC125-The Internet (IE/Outlook Express), Sec. 12, 14
36. Can set up a free Internet e-mail account	Teknimedia lessons not currently available.
37. Can compose an e-mail	PC120-The Internet (Netscape), Sec. 28, 30 PC125-The Internet (IE/Outlook Express), Sec. 27, 29
38. Can retrieve, read, and respond to e-mail	PC120-The Internet (Netscape), Sec. 23-33 PC125-The Internet (IE/Outlook Express), Sec. 22-32
39. Can attach a file to an e-mail message	PC120-The Internet (Netscape), Sec. 31, 33 PC125-The Internet (IE/Outlook Express), Sec. 30, 32
40. Can retrieve and open an attached file	PC120-The Internet (Netscape), Sec. 31, 33 PC125-The Internet (IE/Outlook Express), Sec. 30, 32
41. Can open a web page and follow hypertext links	PC120-The Internet (Netscape), Sec. 9-15 PC125-The Internet (IE/Outlook Express), Sec. 9-15
42. Can add a web page to the "Favorites" or "Bookmarks"	PC120-The Internet (Netscape), Sec. 13, 14, 17, 20 PC125-The Internet (IE/Outlook Express), Sec. 13, 14, 19
43. Can access a web page from the "Favorites" or "Bookmarks" list	PC120-The Internet (Netscape), Sec. 13, 14, 17, 20 PC125-The Internet (IE/Outlook Express), Sec. 13, 14, 19

44. Can print a web page	PC120-The Internet (Netscape), Sec. 17 PC125-The Internet (IE/Outlook Express), Sec. 17
45. Can use an Internet search engine	PC120-The Internet (Netscape), Sec. 16, 17 PC125-The Internet (IE/Outlook Express), Sec. 15, 16
<b>EFL #6</b>	
46. Manage e-mail messages	PC120-The Internet (Netscape), Sec. 34, 35 PC125-The Internet (IE/Outlook Express), Sec. 33, 34