



## New York Library Association

*The Voice of the Library Community*

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### DIGITAL LITERACY ADVISORY COMMITTEE Digital Literacy Skill Set for New Yorkers Revised Dec. 12, 2011

AREA	SAMPLE CURRENT SKILLS
<b>Basic Technology Knowledge</b> Be able to use contemporary technology tools.	<ul style="list-style-type: none"><li>• Turn on/off the computer or digital device.</li><li>• Use technology components such as a mouse, keyboard, touch screen and printer.</li><li>• Understand how to setup and use basic features of other contemporary technology tools, such as digital displays, recorders, remotes, and mobile devices.</li><li>• Use basic device features and troubleshoot typical problems.</li><li>• Select icons and applications.</li><li>• Understand how digital devices can be connected together so that information can be transferred between them (e.g., USB drives, wireless printers, etc.)</li><li>• Be able to use basic principles to maintain the integrity of the devices.</li><li>• Recognize the difference between various computer/device platforms.</li><li>• Understand the importance of backing up information and how to do it.</li></ul>
<b>Basic Software Skills</b> Use the basic features of common software.	<ul style="list-style-type: none"><li>• Open and save files to a specific device or area (folder).</li><li>• Enter and edit text and data.</li><li>• Basic formatting and manipulation of text and data.</li><li>• Copy and paste information.</li><li>• Use fundamental features of common software such as word processing, spreadsheets, database, and/or graphics and presentation software.</li><li>• Understand how to install software or applications (apps).</li><li>• Understand the differences between common file formats.</li></ul>



<p><b>Basic Internet, Communication and Security Skills</b></p> <p>Use and navigate the Internet, use email, and use technology safely.</p>	<ul style="list-style-type: none"> <li>• Use the Internet <ul style="list-style-type: none"> <li>▪ Find a website and enter a web address (URL)</li> <li>▪ Navigate web pages and use links</li> <li>▪ Search for information</li> <li>▪ Be able to complete an online form like a job or Medicare application, etc.</li> <li>▪ Upload/download text, video, audio, and graphics.</li> </ul> </li> <li>• Use email <ul style="list-style-type: none"> <li>▪ Setup an email account</li> <li>▪ Create, send and read email messages and attachments and images.</li> </ul> </li> <li>• Use the Internet and your computer safely and securely <ul style="list-style-type: none"> <li>▪ Understand the risks and how to protect your personal and financial information</li> <li>▪ Connect to a network and use passwords.</li> <li>▪ Protect your computer from harmful actions such as spam, viruses, spoofing, and spyware.</li> <li>▪ Understand the basic construct of the Internet and what that means for how devices work and information is accessed (e.g., wifi and broadband).</li> </ul> </li> </ul>
<p><b>Effectively Use Information</b></p>	<ul style="list-style-type: none"> <li>• How to access sources of information in all forms and mediums.</li> <li>• How to evaluate sources and content of information in terms of accuracy, reliability, age and objectivity.</li> <li>• How to ask the right questions to ensure your research provides the results you are looking for.</li> <li>• How to use, display and share the information that you find.</li> </ul>

