



DIGITAL LITERACY ADVISORY COMMITTEE

Digital Literacy Skill Set for New Yorkers

Revised Dec. 12, 2011

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

Continued on Reverse Side

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

