

## **STUDENTS - IMPORTANT NOTICE REGARDING BASIC COMPUTER LITERACY SKILLS**

**Before registering for any web-based course at HCCS for the first time, students should have a minimum proficiency in basic computer skills.**

**You must be familiar with personal computers and how to use a keyboard and a mouse. Further, you must be able to perform the following tasks:**

<u><b>Operating System</b></u>	<u><b>Applications</b></u>	<u><b>Web Browsers</b></u>
<ul style="list-style-type: none"><li>• Use the “Start” (Windows) or” Apple” menu.</li><li>• Create folders.</li><li>• Use “Notepad” or “Wordpad” (Windows) or “Simple Text” (Apple).</li><li>• Use desktop icons.</li><li>• Work with “My Computer” (Windows) or “Hard Drive” (Apple).</li><li>• Use “Search” (Windows) or “Find” (Apple) to locate files or folders.</li><li>• Minimize and restore windows.</li><li>• Switch between open applications and use multiple windows.</li></ul>	<ul style="list-style-type: none"><li>• Cut, copy, and paste text.</li><li>• Operate an email program.</li><li>• Open attachments to emails.</li><li>• Set tabs and margins.</li><li>• Use the “Save” and “Save As” functions correctly.</li></ul>	<ul style="list-style-type: none"><li>• Be able to perform the basic operating functions of Internet Explorer and Netscape.</li><li>• Use URL’s to view web pages.</li><li>• Open .pdf files using Adobe Acrobat Reader.</li><li>• Use “Favorites List” and “Bookmarks”</li><li>• Edit “Preferences.”</li></ul>