Checklist for Assessing Digital Literacy Skills

This checklist is intended to help Internet users determine what they know and what they need to learn, beginning with the most basic computer tasks and proceeding through essential skills that anyone using the Internet should have. It is keyed to the Reference Guide for the Working with Internet Beginners workshop, allowing Internet users and those assisting them to find information corresponding to each checklist question.

We suggest that the checklist be used to encourage and reassure Internet beginners, rather than underscore what they don't know. The first question can help identify interests that will motivate learners to build their computer and Internet skills, and most people will be able to answer "Yes" to at least one or two questions.

1	What do you want or need to do on a computer?	
2	Do you know how to turn on and shut down a computer?	
3	Do you know the difference between a laptop and desktop computer?	
4	Do you know how to use a computer mouse and keyboard?	
5	Do you know how to access the Internet?	
6	Do you know how to use an Internet search engine?	
7	Have you ever filled out an online data or registration form?	
8	Have you ever created a password for an online account?	
9	Do you have an email account?	
10	Do you know how to safeguard your personal and financial information on the Internet?	