

Computer Fundamentals Competency Worksheet

Name: _____ Date: _____ CB Instructor: _____

1) Using the Mouse (Date Completed: _____)

- The student successfully navigates the mouse and clicks on the following icons or programs.

Open My Computer

Open Microsoft Word

Open Netscape

Open Alphanumeric Keyboarding

2) Identifying the Parts of a Computer System (Date Completed: _____)

- The student successfully identifies the following parts of a computer system.

Monitor

CPU

Disk Drive (A:/ Drive)

CD Drive

Keyboard

Mouse

Printer

3) Computer Terminology (Date Completed: _____)

- The student successfully identifies the following computer terms by writing in the correct term for each definition.

Soft Copy

Hard Copy

Operating System

Hardware

Software

_____ The instructions the computer uses to set up your hardware and software to work together in a certain format. See examples below.

a) DOS (Disk Operating System)— Used text commands to perform functions.

b) Windows 3.1— Incorporated graphics to make more user friendly.

c) Windows 95/98/Me— Furthered the use of graphics and menu commands to make a more organized and easy-to-use operating system.

_____ Information that has been printed out and cannot be easily changed or manipulated.

_____ Information on the computer screen or another display that can be easily changed and manipulated.

_____ The information created in programs and operating systems that does not have a physical make-up.

_____ The physical equipment of a computer system (i.e. monitor, CPU, printer, etc.)

4) Starting the Computer (Date Completed: _____)

- The student successfully performs the computer's start up procedure.

5) Working with the Desktop (Date Completed: _____)

- The student successfully identifies the following terms by writing in the correct word for each definition.

_____ The operating system used in the computer lab that uses menus and a "Start" button.

_____ The main screen of Windows XP.

_____ Another name for the pictures used to activate programs.

6) Shutting Down the Computer (Date Completed: _____)

- The student successfully performs the computer's shut down procedure.