Computer Skills

Digital Skills Checklist & Assessments

[Northstar Digital Literacy Standards](https://tinyurl.com/yapmcdxe)
https://tinyurl.com/yapmcdxe
These standards can be used to construct "check-lists" of skills that computer learners can help identify areas to work on.

[Northstar - Take an Assessment](https://www.digitalliteracyassessment.org/)
https://www.digitalliteracyassessment.org/
Use the assessments to identify areas to improve upon using story situations and practice.

Very Basic Computer Skills Tutorials

[New User Tutorial - TLN Technology Committee](https://tinyurl.com/6khs8z)
https://tinyurl.com/6khs8z
Learn to use the computer mouse through interactive activities. The tutorial uses keyboard commands to introduce the mouse.

[The Digital Homeroom](https://ctep.weebly.com/)
https://ctep.weebly.com/
Provides levelled-learning for beginners: beginning-beginner, intermediate-beginner, and advanced-beginner. Covers topics of basic computer skills, Microsoft-word skills, internet skills, and email skills. The site utilizes external links to various resources for information and practice opportunities, such as: GCFLearnfree.org, YouTube, and others.

[Computer Hope - Mouse Tutorial](https://tinyurl.com/computerhopemouse)
https://tinyurl.com/computerhopemouse
A one page tutorial with practice opportunities. The tutorial is printable.

Basic Computer & Internet Skills Tutorials

[Learn My Way](https://www.learnmyway.com/)
https://www.learnmyway.com/
Covers many topics in computer basics and internet basics, including a how-to on completing an online form. Visitors can view videos, read, and have practice opportunities. It is self-contained with no activities that leave the website. While written for a British audience, the skills are generally applicable.

(See more on the Next Page)

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[GCFLearnfree.org](https://edu.gcfglobal.org/en/)
https://edu.gcfglobal.org/en/
Among the most comprehensive online skills training websites. Topical coverage includes: computer skills, careers and employability skills, math, reading, writing, and using a variety of software skills. Available in multiple languages. [All topics list.](https://edu.gcfglobal.org/en/topics/)
(https://edu.gcfglobal.org/en/topics/)

[DigitalLearn.org - PLA](https://www.digitallearn.org/)
https://www.digitallearn.org/
A comprehensive tutorial website with resources for technology instruction. Topics include: computer basics, productivity software training, internet safety, job skills, mobile devices, and social media. Available in [Español](https://tinyurl.com/digitallearnES) (https://tinyurl.com/digitallearnES)

[Basic Computer Skills MOOC - Wisc-Online](https://www.wisc-online.com/courses/computerskills)
https://www.wisc-online.com/courses/computerskills
Part of a larger set of free online learning opportunities, the Basic Computer Skills Mooc covers topics such as: computer hardware, computer software, file management, internet basics, social media, and personal data. Visitors have an option of creating an account to save their work, or using the site as a guest.

[Techboomers](https://techboomers.com/)
https://techboomers.com/
A website dedicated to learning about popular internet websites. It has free courses about internet shopping, social media, entertainment, banking, and internet safety.

Google Skills

[Grow With Google](https://grow.google/)
https://grow.google/
Offers a suite of free training to use the G-Suite. Offers visitors training to utilize Google for school, job skills, and starting or growing a business. Contains resources, including videos, for technology trainers and students that range from creating a Gmail account ([Use Digital Tools for Everyday Tasks](#)) to using Google Docs to create a resume ([Applied Digital Skills - Grow with Google](#)).

Microsoft Office

[GCFLearnfree.org](https://edu.gcfglobal.org/en/subjects/office/)
https://edu.gcfglobal.org/en/subjects/office/
Offers free tutorials in the most popular Microsoft Office programs: Word, Excel, PowerPoint, and Access. Users can hone their skills using the Microsoft Office Suite. Tutorials include videos, interactive features, and step-by-step instructions.