

Essential Digital Skills Checklist



Name _____ Date _____

Complete the checklist honestly so that your teacher can offer support.

	I do not know how to do this.
	I know a little bit about this, but my confidence is low.
	I can do this confidently.
	I can confidently show someone else how to do this.

Skill					
Unit 1: Using devices and handling Information	<i>I can...</i>				
	... create a folder on the computer.				
	... create a sub-folder on the computer.				
	... download a file from the internet.				
	... rename a file.				
	... explain, and name examples of, hardware.				
	... explain, and name examples of, software.				
	... explain, and name examples of, operating systems.				
	... explain, and name examples of, applications.				
	... explain accessibility and how we can make websites accessible.				
	... download an app to your phone confidently.				
	... use a search engine to find a specific answer.				
	... explain, and name examples of, applications.				
	... explain, and name examples of, how data is stored internally on a computer.				
	... explain, and name examples of, how data is stored externally for a computer.				
... take a screenshot, save it, and rename it.					

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Skill					
Unit 2: Creating and editing	<i>I can...</i>				
	... define formatting.				
	... use the underline tool in Microsoft software.				
	... use the bold tool in Microsoft software.				
	... use the italics tool in Microsoft software.				
	... use the bullet point tool in Microsoft software.				
	... use the indent tool in Microsoft software.				
	... use the font type tool in Microsoft software.				
	... use the font size tool in Microsoft software.				
	... use the alignment tool in Microsoft software.				
	... use the font colour changing tool in Microsoft software.				
	... use the insert image tool in Microsoft software.				
	... resize an image in Microsoft software.				
	... use the highlight tool in Microsoft software.				
	... use the numbered list tool in Microsoft software.				
	... use the insert a shape tool in Microsoft software.				
... make formatting changes to a pre-populated document.					

Skill					
Unit 3: Communicating	<i>I can...</i>				
	... use video calling software such as facetime/video chat via Messenger or Whatsapp.				
	... use instant messaging platforms such as Whatsapp, Messenger or Snapchat.				
	... send an image, video or GIF to a friend or family member.				
	... copy and paste a link from the internet and send them in messages/emails.				
	... communicate with friends and family via email.				
	... communicate with a teacher via email.				
	... join a Zoom call via a link and use all the functions available.				
	... start a Zoom call and send the link out, and use all of the functions available.				
	... use teams to communicate with friends, family, or colleagues /teacher.				
	... explain what BCC stands for.				
	... explain what CC stands for.				
	... write a clear subject line for my own email.				

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Skill					
Unit 4: Transacting	<i>I can...</i>				
	... define a digital footprint.				
	... explain which online activities contribute to our digital footprints.				
	... identify what makes a 'strong' password.				
	... set my own strong password.				
	... explain why we use CAPTCHA software.				
	... label the features of an example debit/credit card.				
	... complete an online form using the information given on the example debit/credit card.				

Skill					
Unit 5: Being safe and responsible online	<i>I can...</i>				
	... explain how information is shared online – what are the risks?				
	... change my privacy settings on social media.				
	... explain what a 'cookie' is and how they're used.				
	... explain how to delete cookies from a browser.				
	... explain the term 'SPAM'.				
	... explain what health and safety issues can arise from using a computer for long periods of time.				
	... identify three possible solutions for health and safety issues that come from using a computer for long periods. What adjustments could we make?				
	... define the term 'antivirus'.				
	... define the term 'virus'.				
	... define the term 'firewall'.				
	... define the term 'public Wi-Fi' and explain the associated risks.				
	... define the term 'phishing scam'.				
	... define the term 'hacking'.				
... identify and explain eight potential online harms.					
... explain how we can stay safe when shopping online and the danger signs we should look for.					