Digital Enquiry: Introductory Skills

CC

Statement code no. 74

Student: **Class:**

I can

| I have begun ☐☐☐ | I am working on this ☐☐☐ | I can ☐☐☐ |

1. Turn on the computer	☐☐☐
2. Get online	☐☐☐
3. Sign on/log on	☐☐☐
4. Open/close a window	☐☐☐
5. Open a new tab	☐☐☐
6. Create a folder	☐☐☐
7. Copy and paste	☐☐☐
8. Save text/images/video clips to the folder	☐☐☐
9. Bookmark websites for future use	☐☐☐
10. Use the favourites button	☐☐☐
11. Organise the favourites folder	☐☐☐
12. Use the history button	☐☐☐
13. Sign off /log off	☐☐☐
14. Set up an email account	☐☐☐
15. Attach files/images to email	☐☐☐
16. Send an email	☐☐☐
17. Print	☐☐☐

Reflecting on my learning...

One thing I did well...

One thing I could do to improve...

I really enjoyed …………because…