



Technology Proficiency Exam

Using the Computer & Managing Files

(NOTE: This entire section is platform dependent)

A. Getting Started

1. Be able to start, shut down properly, and restart the computer.
2. Use available help functions.

B. Working With the Operating System

1. Recognize and be able to select/move basic desktop icons such as hard disk, directories/folders/files, recycle bin/wastebasket.
2. Recognize the different parts of the desktop window: title bar, toolbar, menu bar, status bar, and icon.
3. Understand how to reduce and enlarge a desktop window, how to resize and scale a desktop window, and how to close a desktop window.
4. Recognize the different parts of an applications window: title bar, toolbar, menu bar, status bar, and scroll bar. Be able to move windows on the desktop window.
5. Understand how to reduce and enlarge an applications window, how to resize and scale an applications window, and how to close an applications window. Be able to move between different open applications windows.
6. Understand how to cut and paste data from one application to another.

C. Organizing Files

1. Understand the basic directory/folder structure on the computer.
2. Be able to create a directory/folder and further sub-directories/sub-folders.
3. Be able to examine a directory/folder and to view some of the attributes such as name, size, and date when last updated.
4. Be able to recognize the most widely used types of files in a directory/folder (word processing, spreadsheet, presentation, database, graphics, video, and music.)
5. Be able to view file attributes such as name, size, file type, and date last modified.
6. Be able to re-name files and directories/folders.
7. Be able to select files individually or as part of a group.
8. Be able to copy and paste files and to move files within directories/folders.
9. Be able to make backup copies of data onto a flash or thumb drive.
10. Be able to delete files from one or more directories/folders and to delete selected directories/folders.

Grizzly Testing & Learning Center

208 Edgemont Blvd. • Alamosa, CO 81102 • Fax: (719) 587-7522 • Phone: (719) 587-8189
E-mail: asctestngctr@adams.edu • <http://www.adams.edu/students/learning/>



11. Be able to locate specific files/folders/directories using an appropriate tool. Be able to search for a file by name, date created, type, size, and contents.

D. Basic Applications Operations

1. Be able to launch (open) a typical application (word-processing, spreadsheet) and create a file.
2. Be able to save the file to a directory/folder on the hard drive.
3. Be able to save the file to a directory/folder on a flash or thumb drive.
4. Be able to save the file to a directory/folder on a network drive.
5. Be able to print the file from an installed printer.
6. Be able to close the application.

Grizzly Testing & Learning Center

208 Edgemont Blvd. • Alamosa, CO 81102 • Fax: (719) 587-7522 • Phone: (719) 587-8189
E-mail: asctestngctr@adams.edu • <http://www.adams.edu/students/learning/>