

Information Communication Technology (ICT) skills check list for students



All students at the University of Tasmania have access to computers and the internet to assist with their studies.

To help you make the most of the computer resources available we have identified ICT skills you will need. You can use this checklist to evaluate your readiness for learning with technology.

Tick the boxes to identify the skills you already have and those you need to develop. The good news is there is plenty of support available to help you get up-to-speed. Some questions relate to Macintosh computers only and some to PC computers only, skip those not relevant to the type of computers you will be using.

This is not a test, it is simply a checklist so that you have an idea of the skills you may need. Once you have checked off the skills you already have, take a look at the document *How to develop your ICT skills*—it details how to access a range of resources to fill the gaps.

General computing

Are you confident that you know:	Yes	No	Unsure
how to use a mouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the Start Menu to find and open a program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the Apple Menu to find and open a program (on a Mac computer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
basic keyboard/typing skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the minimise, maximise and close windows buttons? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the window shade, zoom and close buttons (on a Mac computer)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use scroll bars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use a floppy disk to save files?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to switch between open programs or files?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to copy and paste text and images?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username and passwords

To access University computers and software you will need to type in a username and password. You can find these details on your Enrolment Statement.

Are you confident that you know:	Yes	No	Unsure
your Novell username and password and when to use them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
your email username and password?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
which username and password to use to print and access WebCT and external web addresses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
what number to call for help with password problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

File management

Managing your files will help you to be in control of your work, so that you can find files easily and feel confident in making back-up copies.

Are you confident that you know:	Yes	No	Unsure
how to view the names and size of files on your disk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to view how much space is left on your disk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to create and name a folder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to rename a folder or file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to copy a folder or file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to move a file from one folder to another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to delete a folder or file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to select more than one file (e.g. if you want to copy a group of files)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to make a back-up copy of your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Word processing

It is expected that students will use a word processor to type up their assignments. Here are some basic skills you may find useful.

Are you confident that you know:	Yes	No	Unsure
how to begin a new document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to open a document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to close a document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to set page margins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change line spacing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change the typeface and size of the text?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to align text: centre, left or right align and justify?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change text to bold, italic or underline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change the colour of text?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to apply a style to headings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to add a numbered list or dot points to your text?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change text to superscript or subscript? e.g. 10 ² H ₂ O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to add page numbers to your document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to add headers or footers to your document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use undo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to insert clipart into your document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to spell-check your document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to count words and lines in a document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to save a document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to print a document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email

You will be given an email address on your enrolment statement. You can access your email from the link 'Web Mail' on the Current Students section of the University web page. It will be important to check your email regularly as your School, the University and the Library use email to communicate with students.

Are you confident that you know:	Yes	No	Unsure
your email address?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to find the link to web mail on the university website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to change your email password?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to open a message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to delete a message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to compose a message and send it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to send a message to more than one person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to save a draft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to add an address to your address book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to attach a file to an email message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to open and save an attachment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to forward an email message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to reply to an email message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to make a new folder to file email messages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
what number to call for help with email problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internet (World Wide Web)

The internet can be a valuable research tool and source of up-to-date information to assist with your studies.

Are you confident that you know:	Yes	No	Unsure
how to find a web page when you know the address?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to move around a web page using links and the back and forward buttons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to save a web page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to save an image from a web page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use a search engine to find a web page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
what number to call for help with internet problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WebCT and WebCT Vista

WebCT (web course tools) and WebCT Vista (WebCT/Vista) are online learning environments used by the university. Course materials and communication with teaching staff and students enrolled in the unit are frequently available through WebCT and WebCT Vista. They can be accessed via the internet.

Are you confident that you know:	Yes	No	Unsure
how to find the link to WebCT/Vista on the University website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
where to find your list of courses in WebCT/Vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use breadcrumbs to navigate in WebCT/Vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the course menu to navigate in WebCT/Vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use WebCT/Vista email?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion board			
how to compose a discussion message and post it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to reply to a posting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to compile messages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
what number to call for help with WebCT or WebCT Vista problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Online Library resources

The University Library has a range of resources available through the University web page. To take advantage of the flexibility this offers, it is important to learn about and use these resources.

It is not expected that you will have a sound knowledge of all of these skills immediately, however this checklist will give you an idea of the resources available.

Are you confident that you know:	Yes	No	Unsure
where to find the link to the Library on the University website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use the Library catalogue to search for a title?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to search by author using the Library catalogue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
when to use keywords in a Library catalogue to search?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use Subject Guides to assist you to find library resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to access Library resources off-campus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how the Library communicates with students? (e.g. is it letter, phone or email?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the contact phone number of your University Library?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More advanced			
how to use Databases to find an article?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use E-journals (electronic journals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to use E-reserve (electronic reserve items)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
how to find past exam papers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Printing

The university copying and print system is called CaPS. You pay money into your CaPS account and the cost of printing or photocopying is deducted from it.

Are you confident that you know:	Yes	No	Unsure
where to go to put money into your printing account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
what number to call for help with printing problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>