



ESSENTIAL ACADEMIC SKILLS SUBTEST IV: TECHNOLOGY LITERACY

Test Framework

0001 Understand computer operations and productivity software.

- ▶ Recognize basic terminology related to the use of computers, including operating, troubleshooting, and securing computer hardware, software, and peripherals.
- ▶ Demonstrate knowledge of procedures used in file management and organization, such as opening, closing, copying, saving, moving, and naming files and folders.
- ▶ Identify tools for performing various word-processing tasks, such as formatting, editing and proofing, and inserting graphic elements.
- ▶ Identify tools for performing various spreadsheet and database tasks, such as sorting data, inserting functions and formulas, and creating charts.

0002 Understand computer-based technology for research and communication.

- ▶ Interpret basic terminology related to the Internet.
- ▶ Demonstrate knowledge of issues related to online safety, privacy, ethics, and law.
- ▶ Identify Web-browser features for performing various tasks.
- ▶ Identify procedures for locating information.
- ▶ Demonstrate knowledge of procedures and criteria for evaluating information.
- ▶ Demonstrate knowledge of the use of presentation software and hardware.
- ▶ Demonstrate knowledge of the characteristics and use of e-mail and other communication tools, including Web sites, blogs, and collaboration applications.