

Digital Literacy Pro (V2)

Competency Assessment Objectives

Hardware

Internal Devices

- Install Memory and Storage Devices
- Select a Motherboard
- Install Network Adapters
- Install a Power Supply
- Build a Computer
- Install a CPU

Audio and Video

- Install and Upgrade Video Cards
- Configure Monitors
- Install and Upgrade Sound Cards
- Connect Peripheral Devices

Operating System

Windows

- Explore Windows 10 UI GUI
- Windows Update
- Update Windows Device Drivers
- Manage Windows Applications

Manage Files and Folders

- Use Windows File System
- Use Linux File System

Mobile

- Explore iPad UI and Common Settings
- Use iPad App Store
- Configure iPad Settings for Apps
- Use iPad Bluetooth

Applications

Keyboarding Skills

- Practice Keyboard Letters
- Practice Typing Words
- Practice Typing Sentences

Common Applications Features

- Manage Application Files
- Saving and Printing Files
- Using Cut, Copy, and Paste

Word Processing

- Modify Fonts in Documents
- Format Documents
- Manage Tables in Documents
- Manage Images in Documents

Spreadsheets

- Explore Worksheet Navigation
- Spreadsheet Data Entry
- Using Formulas and Functions
- Creating Spreadsheet Charts and Tables

Presentation

- Manage Slides
- Insert Tables, Lists, and Images
- Apply Animations and Transitions
- Run Slideshows

Email and Calendaring

- Create and Send Messages
- Reply to Messages
- Process Message Images
- Manage Events

Database Software

- Manage Data
- Create Queries

Programming

Data Operations and Functions

- Working with Programs
- Using Data Operators
- Working with Functions
- Working with String Functions & Formatting

Conditions

- Using IF Then Else
- Working with Conditions & Operators

Loops

- Working with While Loops

- Using For Loops
- Using Branching Statements

Arrays

- Working with Arrays & Lists
- Working with Arrays & Functions

Networks

Networking

- Configure and Use a Wired Network
- Configure and Use a Wireless Network
- Configure IP Addresses
- Connect to a Cellular Network

Internet

- Manage Browsers
- Evaluate Web Pages
- Share Files Using OneDrive

Cybersecurity

Recognize Social Engineering Exploits

- Evaluate an Email Phishing
- Evaluate an iMessage Smishing

Basic Security Settings

- Configure Social Media Privacy Settings
- Manage Privacy Settings