

## Computer Skills Training Requirements Guide

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Basic computer skills are essential for all staff members to have before they can be trained on use of an EMR.

It is critical that each individual's computer skills are determined early on. Use the template below to help identify and assess current basic computer skill levels for each staff member within your practice.

### Computer Skills Assessment Template

Computer Skill	Yes	No
<b>File Management – I can/am able to:</b>		
Create and rename a folder		
Move file(s) from one folder to another		
Save and delete a file		
Find a file using a search function		
Zip and unzip a file		
Empty the recycle bin and retrieve a deleted file from the bin if necessary		
<b>Operations – I can/am able to:</b>		
Use the task and tool bars		
Right click the mouse to bring up special menus		
General use of a mouse		
Left Click or Right Click		
Double Click / Triple Click		
Click and Drag to select multiple objects		
Drag and Drop – move an object to another location		
Scrolling using the scroll wheel		
Select, then copy/cut text and paste to another field		
Access computer functions through the 'start' button		
Shut down the computer using the 'start' button		
Reboot using the 'shutdown' function on the start button		
Minimize, restore, close and/or re-size a program's window		
Create a shortcut to a program on the desktop		
Log on and off		
Follow password protocols		
Scan a document		
Perform basic troubleshooting (i.e. if there is a problem with the computer, being able to check to ensure all equipment is plugged in, restart computer if necessary, etc.)		
<b>Printing Basics – I can/am able to:</b>		
Set up a page in portrait or landscape form and use the header and footer function		
Use print preview and send a document to the printer		
Pause or delete a print job		
Change printer settings		
Set a default printer		
Print specific pages in a multi-page document		
<b>Email fundamentals – I can/am able to:</b>		
Check mail, compose mail, and send a new message		
Send an attachment		
Forward mail to someone		
Set up an address book and send email to more than one address simultaneously		
Carbon copy and blind carbon copy email addresses		

Computer Skill	Yes	No
<b>Word Processing Functions – I can/am able to:</b>		
Create and save a new document		
Save a document to a different drive		
Save a document as a different file type (i.e. PDF) or name		
Basic typing		
Check spelling and grammar in a document		
Rename a file		
<b>Internet Use - I can/am able to:</b>		
Use search engines and search using keywords		
Print the screen		
Save an image to file, download, and save a file		
Reload a page		
Bookmark a webpage		
<b>Keyboard Use - I can/am able to:</b>		
Move between programs using Alt Tab		
Tab from field to field		
Upper / Lower Case using Shift and Caps Lock		
Lock your computer using Ctrl + Alt + Delete		
Number Lock		
Use Short-Cut Keys – Ctl+c, Ctl+v, Ctl+x, Ctl+z, Ctl+a, Ctl+s		