

## Computer and Digital Information Literacy Skills

The tables below show the computer and digital information literacy skills required for this course. All essential skills are designated with a checkmark.

### Word processing software

The following table presents essential word processing skills required for this course.

Word Processing (e.g., Microsoft Word or Pages)			
✓	Modify text for typographical emphasis (i.e., bold, italics, underline)	✓	Distribute the height of table rows equally
✓	Align text (i.e., right, left, justify, indent)	✓	Distribute the width of table columns equally
✓	Add line spacing to text	✓	Resize an image
✓	Insert an image	✓	Insert screenshots into a document
✓	Create a table	✓	Add hyperlinks to document
	Add rows to a table	✓	Add page numbers
	Add columns to a table	✓	Save file as a .docx file
	Add text to a table cell	✓	Save file as a portable document file (.pdf)
	Add color to a table cell	✓	Save file as a rtf
	Add image to a table cell	✓	Create sections
	Change the color of table border	✓	Insert page headers
	Split table cells	✓	Insert page footers
	Merge table cells	✓	Insert footnotes
	Insert table of contents		Insert endnotes
	Insert table of figures		Insert citation
	Change page orientation		Create a multiple column layout
✓	Insert page line numbers		Create a page break
✓	Change font size		Insert symbols
✓	Change font color		Highlight text

## Presentation software

The following table presents essential presentation software skills required for this course. Essential presentation software skills are designated with a checkmark.

Presentation software (e.g., MS PowerPoint, Prezi, or Google Slides)			
✓	Add text to a textbox		Create a table
✓	Insert an image		Add rows to a table
✓	Resize an image	✓	Add columns to a table
✓	Select a slide design	✓	Add text to a table cell
✓	Modify font and color schemes for slide designs	✓	Add color to a table cell
✓	Change font size	✓	Add image to a table cell
	Change font	✓	Insert a video file from computer
✓	Change font color		Insert online video
✓	Insert an audio recording from Powerpoint		Change a slide layout
✓	Insert an audio file from computer		Save presentation as a .pptx
	Add a new slide		Save presentation as a portable document file (.pdf)
	Add hyperlinks		Save slides as images
	Insert screenshots		Save presentation as .mp4 video
	Insert new slides		Reorder animations
	Add animations to slides		Add transitions to slides
	Add annotations to notes section below slides		

## Google software

The following table presents essential Google software skills required for this course. Essential Google software skills are designated with a checkmark.

Google software (e.g., Google Drive or YouTube)			
✓	Create a Google Drive document		
✓	Create a Google Drive folder		
✓	Create a Google sheet		
✓	Create a Google slide		
✓	Share Google slides, sheets, or documents		
✓	Upload video to YouTube from a mobile device		
	Upload video to YouTube from a desktop/laptop		
✓	Set permissions for uploaded YouTube video		
✓	Embed YouTube video into course pages		
✓	Paste a link to YouTube video into course pages		
	Switch between multiple Google accounts		

## Spreadsheet software

The following table presents essential spreadsheet software skills required for this course. Essential spreadsheet software skills are designated with a checkmark.

Spreadsheet software (e.g., MS Excel or Google Sheets)	
✓	Add numbers to a cell
✓	Add text to a cell
✓	Change the width of a column
✓	Select formulas for a range of column values
✓	Hide a row
✓	Hide a column
	Delete a column
✓	Delete a row
✓	Change font size
✓	Change font
	Change font color
	Save file as .csv
	Save file as .xlsx
	Create a pivot table
	Create a chart

## Canvas learning management system

The following table presents essential Canvas learning management system skills required for this course. Essential Canvas learning management system skills are designated with a checkmark.

Canvas learning management system			
✓	Submit/Resubmit an assignment	✓	Edit a Canvas page
✓	Post a response to the discussion topic	✓	Peer review an assignment
✓	Check grades	✓	Download files from Canvas
✓	Attach a file sharing in course discussions	✓	Add a photo
✓	Attach a file to an Inbox message	✓	Set notifications
✓	Send a Inbox message to any number of persons in the course		
	Create a media message using the Rich Content Editor		
✓	Submit a video to ARC video		
✓	Share a video submitted to ARC video		
✓	Comment on a video submitted to ARC video		
	Switch between courses		
	Reply to the discussion responses of other students		
	Access instructor feedback on course assignments and discussions		
	Access instructor annotations for course papers		
	Take Canvas quizzes		

## Digital information literacy skills (source: American Library Association Task Force)

The following table presents essential digital information literacy skills required for this course. Essential digital information literacy skills are designated with a checkmark.

Digital information literacy skills	
✓	Locate, interpret, evaluate, create, and communicate digital information in a variety of formats
✓	Use diverse technologies appropriately and effectively to search for and retrieve information, interpret search results, and judge the quality of the information retrieved
✓	Communicate and collaborate with peers, colleagues, family, and on occasion, the general public with an understanding of the relationships among technology, lifelong learning, personal privacy, and appropriate stewardship of information
	Participate actively in civic society and contribute to a vibrant, informed, and engaged community

## Meeting software skills

The following table presents meeting software skills required for this course. Essential meeting software skills are designated with a checkmark.

Meeting software skills (e.g., Adobe Connect or Big Blue Button)	
✓	Join a web meeting
✓	Launch a meeting
✓	Enable video for meeting
	Enable audio for meeting
	Share files with meeting attendees
	Send a private message to an attendee
	Send a message to all attendees
	Use cues (e.g., raise hand) to get instructor's attention
	Use meeting navigation tools on progress through a presentation
	Use meeting whiteboards for demonstrations

## Miscellaneous hardware and software skills

The following table presents miscellaneous hardware and software skills required for this course. Essential miscellaneous hardware and software skills are designated with a checkmark.

Miscellaneous Hardware and software skills	
✓	Download software
✓	Install software
✓	Plug a microphone/headset into a computer
	Plug a webcam into a computer
✓	Save files from a computer directory (e.g., your desktop, documents folder or a separate personal folder)
	Compress video
	Connect a mobile device to a computer
	Download an app on a mobile device