

Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults

Digital Literacy Standards	EFL	Computer Literacy Area
Distinguish between desktop and laptop computers.	1	Basic Computer Skills
Identify specific computer hardware: a system unit, monitor, printer, keyboard, mouse or touchpad, USB port	1	Basic Computer Skills
Turn computer and monitor on and off.	1	Basic Computer Skills
Log on to computer.	1	Basic Computer Skills
Identify types of mice: mouse and touchpad.	1	Basic Computer Skills
Demonstrate knowledge of function and placement of keys on keyboard: Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock.	2	Basic Computer Skills
Identify mouse pointer shapes and match them to the correct context of use: typing arrow (text), arrow (basic clicking), hand pointer (clickable links).	2	Basic Computer Skills
Use mouse to select check boxes, use drop-down menus and scroll.	2	Basic Computer Skills
Adjust volume and mute audio.	2	Basic Computer Skills
Plug in headphones correctly and use when appropriate.	2	Basic Computer Skills
Identify icons on desktop (Internet Browser, Control Panel, Recycle Bin, Skype).	2	Basic Computer Skills
Identify storage media: USB/Flash drives (external) and hard drive (external and internal).	2	Basic Computer Skills
Demonstrate appropriate use and ability to right-click and left-click.	3	Basic Computer Skills
Double click and right click	3	Basic Computer Skills
Drag and drop.	3	Basic Computer Skills
Demonstrate the ability to use the recycle bin correctly for trashing and retrieving items.	3	Basic Computer Skills
Demonstrate understanding that it is possible to customize a computer for increased accessibility.	4	Basic Computer Skills
Demonstrate understanding that mice can be customized for left-handed people and that the speed of clicking can also be customized.	4	Basic Computer Skills
Demonstrate understanding that screen resolution can be changed.	4	Basic Computer Skills
Demonstrate understanding that software programs are upgraded periodically and that different versions may be installed on different computers.	5	Basic Computer Skills

**Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults**

Digital Literacy Standards	EFL	Computer Literacy Area
Define: email.	2	Email
Log into email.	2	Email
Avoid giving out personal information (especially financial information) or email address to unfamiliar people.	2	Email
Create username and secure password.	3	Email
Create an email message.	3	Email
Address an email, including to more than one recipient	3	Email
Send an email.	3	Email
Open an email.	3	Email
Register for new email account in online program.	4	Email
Reply to only the sender of an email or to all recipients (reply all).	4	Email
Forward an email.	4	Email
Add an attachment to an email	4	Email
Open an attachment in an email.	4	Email
Move or delete an email and retrieve an email from the trash.	4	Email
Understand basics of email etiquette: don't use all capital letters, fill in the subject line, use appropriate greetings & closings	4	Email
Use caution when opening an email from an unfamiliar or unexpected source and avoid opening suspicious attachments.	4	Email
Identify and delete junk mail, including spam.	4	Email
Be selective and cautious about forwarding email to large groups of people	4	Email
Define: Computer virus.	4	Email
Define and tell the difference between a URL and an email address (see World Wide Web).	4	Email

Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults

Digital Literacy Standards	EFL	Computer Literacy Area
Shutdown, restart, and log off a computer.	1	Operating Systems (ex: Windows)
Open programs.	1	Operating Systems (Windows)
Open, close and switch between windows.	2	Operating Systems (Windows)
Minimize and maximize windows.	2	Operating Systems (Windows)
Identify the toolbar and menus.	2	Operating Systems (Windows)
Start, and exit programs (Microsoft Word, Excel, PowerPoint).	2	Operating Systems (Windows)
Identify the desktop.	2	Operating Systems (Windows)
Identify the taskbar.	3	Operating Systems (Windows)
Identify drives on a computer: CD/DVD, floppy, hard drive (C), USB port, network drives (A, B, D, F, H, etc.).	3	Operating Systems (Windows)
Use "Search" to locate a file or document.	3	Operating Systems (Windows)
Delete documents or files.	3	Operating Systems (Windows)
Identify basic office software programs (Microsoft Word, Excel, Powerpoint), demonstrate knowledge of their functions, and identify their corresponding file extensions.	3	Operating Systems (Windows)
16. Open files using appropriate programs.	3	Operating Systems (Windows)
Access the help menu.	4	Operating Systems (Windows)
Demonstrate knowledge of Windows file organizational system and use it to locate files/documents (desktop, My Document, My Computer).	4	Operating Systems (Windows)
Identify the operating system used by a computer.	5	Operating Systems (Windows)
Create, edit and format text on a slide.	2	Presentation Tools
Create a series of slides and organize them to present research or convey an idea.	2	Presentation Tools
Copy and paste or import graphics; change their size and position on a slide.	2	Presentation Tools
Use painting and drawing applications to create and edit work.	2	Presentation Tools

**Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults**

Digital Literacy Standards	EFL	Computer Literacy Area
Create projects that use text and various forms of graphics, audio, video, and animations to communicate ideas.	3	Presentation Tools
Plan, design and develop a multimedia product to present research finding and create ideas effectively.	4	Presentation Tools
Open a workbook identify parts of a worksheet (i.e., cell, column, row, values, labels, chart, graph).	1	Spreadsheets
Open a workbook makes a simple change to a worksheet cell and save it.	1	Spreadsheets
In an open worksheet perform calculations using simple formulas (+, -, *, /) .	2	Spreadsheets
Identify the changes that occur to a worksheet as simple calculations are performed.	2	Spreadsheets
Preview and print a worksheet	2	Spreadsheets
Demonstrate knowledge of using Help looking up a basic task you have just learned.	2	Spreadsheets
Closing a workbook and exiting excel.	2	Spreadsheets
Plan and design an original worksheet using simple formulas (+, -, *, /).	3	Spreadsheets
Perform a cell edit and identify the changes that occur.	3	Spreadsheets
Create an original worksheet using formulas.	3	Spreadsheets
Use various number formats (e.g., scientific notation, percentages, exponents) as appropriate.	4	Spreadsheets
Use advanced formatting features of a spreadsheet application (e.g., reposition columns,rows, name worksheets, copying/moving cell entries.	4	Spreadsheets
Differentiate between formulas with absolute and relative cell references.	4	Spreadsheets
Use multiple sheets within a workbook, create links among worksheets.	5	Spreadsheets
Import and export data between spreadsheets and other applications.	5	Spreadsheets
Save and close a document.	1	Word Processing
Open existing document.	1	Word Processing
Create a new document.	1	Word Processing

**Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults**

Digital Literacy Standards	EFL	Computer Literacy Area
Identify ribbon and toolbars.	2	Word Processing
Use undo and redo arrows.	2	Word Processing
Cut, copy and paste.	2	Word Processing
Use spell check and grammar check.	2	Word Processing
Format the size, color and type of font.	2	Word Processing
Demonstrate knowledge of the difference between "Save" and "Save As" functions.	3	Word Processing
Use Save As to save to a particular folder or file location and name the document.	3	Word Processing
Align text: left, center and right justify.	3	Word Processing
Set single or double spacing.	3	Word Processing
Use bullets and automatic numbering.	3	Word Processing
Use print preview and print.	3	Word Processing
Select portrait or landscape.	3	Word Processing
Set margins	4	Word Processing
Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx.	4	Word Processing
Identify a website.	2	World Wide Web
Identify a homepage.	2	World Wide Web
7. Use scroll bars to view different portions of webpages	2	World Wide Web
Identify a hyperlink and demonstrate the ability to use a hyperlink to access other webpages.	2	World Wide Web
Identify search engines (Google, Yahoo!, Bing) and enter search terms into the search engine	2	World Wide Web
Identify pop-up windows and close them.	2	World Wide Web

**Michigan Workforce Development Agency
Education and Career Success
Digital Literacy Standards for Adults**

Digital Literacy Standards	EFL	Computer Literacy Area
Identify the address bar and enter a URL address.	3	World Wide Web
Identify the following browser toolbar buttons and demonstrate the ability to use them: home, refresh, stop, back, forward	3	World Wide Web
Create a new tab, open a webpage in a tab, and move between tabs.	3	World Wide Web
Enlarge the displayed text size	3	World Wide Web
Fill out an online form.	3	World Wide Web
Correctly enter CAPTCHA security codes.	3	World Wide Web
Identify an Internet Service Provider and identify the main options for connecting to the internet: Dial-up, High Speed (cable or DSL), or wireless connection.	4	World Wide Web
Identify commonly used browsers (Internet Explorer, Firefox, Chrome, Safari) and demonstrate knowledge of function.	4	World Wide Web
Use zoom function to enlarge image (CTRL+ or CTRL-)	4	World Wide Web
Identify pop up windows have been blocked and enable individual pop up windows as needed	4	World Wide Web
Identify common domain types: com, org, gov, edu.	4	World Wide Web
Identify antivirus software providers and function of antivirus software (Norton, McAfee, AVG).	4	World Wide Web
Avoid providing personal or financial information unless on a secured website (https://)	4	World Wide Web
Demonstrate knowledge that there are ways to increase Internet safety for children.	5	World Wide Web