

Digital Literacy

<u>Test Name</u>	<u>Language</u>	<u>Test Type</u>	<u>Test Time</u>	<u>Description</u>
Basic Computer Literacy	English	Simulation	15 minutes	This test measures ability to use basic computer skills such as Editing, Passwords, Mousing, Printing, Navigation, Typing, and Windows.
Digital Literacy - Computing	English	Combination	60 minutes	Questions covering topics such as PC components (mouse, monitor, printers), data storage devices (DVD, CD, Flash drives), ports (keyboard, monitor, printer) and general operation of operating systems and software. Includes MS Office 2010 and Windows 7 simulations.
Digital Literacy - Essentials	English	Combination	60 minutes	This test measures ability to utilize computer hardware and software including the ability to identify important hardware components, use of the computer operating system, perform common application functions, and use email and browsing applications.
Digital Literacy - Internet	English	Combination	60 minutes	Questions covering topics such as applications (internet browsing, sending and receiving email) as well as terminology and general computing concepts.
Digital Literacy - Software Skills	English	Combination	60 minutes	Questions covering topics such as file management, system maintenance, commonly used features of Windows and Windows-based applications as well as terminology and general computing concepts. Includes MS Office 2010 and Windows 7 simulations.
Digital Literacy 2014 - Computing	English	Simulation	30 Minutes	This test covers topics such as networks/internet, applications, hardware, and software. Test takers will also solve simple, common computer problems or issues. Includes MS Office 2013 and Windows 8 simulations.
Digital Literacy 2014 - Essentials	English	Simulation	30 Minutes	This test measures the ability to identify important hardware components, operating system requirements, common application functions, and email and browsing applications. Includes MS Office 2013, Windows 8 and Internet Explorer 10 simulations.
Digital Literacy 2014 - Internet	English	Simulation	30 Minutes	This test covers topics such as internet browsing, sending and receiving email, data security, and basic terminology and concepts of internet usage. Includes Internet Explorer 10 simulations.

Digital Literacy 2014 - Software Skills	English	Simulation	30 Minutes	This test covers topics such as file management, editing, shortcuts, system maintenance, commonly used features of Windows and Windows-based applications and software functions. Includes MS Office 2013 and Windows 8 simulations.
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