Basic Computer Literacy
Goal Sheet

MAM
MEMORIAL ASSISTANCE MINISTRIES
Employment Services Programs

CAN I …………………………..

☐ **Identify the major components of a computer?**

☐ **Turn the computer on without assistance?**

☐ **Use a mouse?**

☐ **Keyboard at least 15 WPM?**

☐ **Create my own resume in MS Word?**

☐ **Write a cover letter in MS Word?**

☐ **Find the internet from my desktop?**

☐ **Use a search engine to find something?**

☐ **Log in to my email account?**

☐ **Check my email inbox?**

☐ **Send email to someone?**

☐ **Attach a file to an email?**

☐ **Create and save files into my Gmail account?**

☐ **Track my appointments in my Gmail calendar?**

☐ **Find relevant job listings on the internet?**

☐ **Search and screen within the job site for applicable jobs?**

☐ **Fill out an online job application?**

☐ **Cut and paste information from my resume to an online job application?**

☐ **Upload a resume to a job application site?**

☐ **Follow up an interview with an email thank you note?**