

Introduction to Computers

Name: _____

Phone: _____

Do you have a computer at home?

Circle the things you know how to do on a computer

Use the mouse

Open and close things

Open programs

Use email

Use the internet

Type

Write a letter

Edit photos

Save your work

Other things _____

What would you like to learn to do?

Write a resume

look for jobs

Email

edit photos

Practice English

type

Apply for jobs

make a spreadsheet

Use the Internet

Other things _____