

# CIS 100 Competencies

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1. Individual Windows
  - Minimize
  - Maximize
  - Restore
  - Close
  - Size
  - Move
  
2. Multitasking
  - Minimize all open windows in one operation
  - Undo the minimize
  - Stack open windows or show them side by side
  
3. Taskbar
  - Move it
  - Change its width
  - Hide it
  - Access and change Taskbar properties
  - Access and change the Date/Time properties
  
4. Desktop
  - Change the background color or image
  - Activate screen saver and set delay time
  - Create a desktop shortcut
  - Install a gadget
  - Change the name of a desktop icon or shortcut
  - Return the desktop to default values
  - Remove a desktop shortcut
  - Restore items from the Recycle Bin
  - Empty the Recycle Bin
  - Change screen resolution
  
5. Windows Explorer and Computer Window
  - Create a new folder
  - Find a specific file using the search feature
  - Select (highlight) files in contiguous order and non-contiguous order
  - Delete files
  - Rename files
  - Copy selected files from one drive to another drive or folder
  - Move selected files from one drive to another drive or folder
  - Change the display order of files by name, date, size, and type
  
6. Word Processing Using WordPad and Word
  - Change margins and orientation
  - Turn Ruler on and off

- Change tabs and indentation
  - Change font
  - Change horizontal alignment
  - Correct errors using backspace and delete keys
  - Select (highlight) a word, sentence, paragraph and entire document
  - Copy or Cut text and Paste selected text into new location within the same document or within another document
  - Create a bulleted list
  - Use Word's spell checker to correct spelling errors
  - Save a document to a specific destination under a specific name and using different file format (rich text format, Word format (.doc and .docx), Works format, etc.)
  - Open a file from a specific source
  - Print an open file to a designated printer
  - Print non-continuous pages of a document
7. Computer Graphics Using Paint
- Draw objects using geometric tools
  - Type using the text tool
  - Change colors of objects
  - Change image attributes
  - Undo last change
  - Magnify object and return display back to normal 1x size
  - Select (cutout) objects
  - Flip or rotate selected object
  - Copy or Cut selected object and Paste object into new location within the same graphic or within another graphic
  - Save a file to a specific destination under a specific name and using different file formats (256 color bitmap, JPEG, PNG, etc.)
  - Open a file from a specific source
  - Print an open file to a designated printer
8. Multimedia and Scanning
- Scan and save a document or image
  - Use Windows Photo Gallery to change image brightness and contrast, fix red eye and to crop an image
  - Add a tag, rating and caption to an image
  - Use Media Player to play music from a CD, playlist or Internet radio station
  - Create a custom or auto playlist
  - Use Media Player to play a video from a DVD
  - Rip music and understand the ethical and legal limitations
  - Burn music on a blank CD
  - Adjust sound levels and mute speaker output
9. Object Linking and Embedding
- Embed an object created in Paint in a WordPad or Word document
  - Link a Paint file to a WordPad or Word document
10. Calculator
- Launch the calculator program
  - Use the basic operations of the standard calculator
  - Copy results into another file

11. Captured Screens
  - Capture a screen
  - Capture an active window
  - Modify a captured screen
  - Print the captured screen from an application
  
12. System Tools and Control Panel
  - Activate and configure a Firewall
  - Activate Windows Defender and check for Malware
  - Use Disk Defragmenter
  - Detect and repair disk and storage media errors
  - Use Windows Disk Cleanup utility
  - Check properties of a storage device
  - Know how to add and remove programs
  - Know how to change mouse settings
  - Install a local printer
  - View fonts
  - Update Windows and Windows Defender
  
13. General Computer Skills
  - Check computer specs he/she will be using for class (memory, CPU, processor)
  - Check what software and what version of software is on his/her computer
  - Check for viruses and other malware
  - Set energy saving and power settings--including sleep and hibernation modes
  - Compress and uncompress data files
  - Set parental controls
  - Create a restore point
  - Send an e-mail with specific subject lines
  - Reply to e-mails
  - Attach one or more files (attachments) to an e-mail
  - Open email attachments
  
14. Internet Explorer
  - Enter URL into address bar to display a Web page
  - Use hyperlink to navigate between Web pages
  - Use Internet Search Engine to find Web-based information
  - Add URL to Favorites list
  - Download a file or image from the Internet
  - Preview and print Web page
  - Establish and change settings for cookies, the pop-up blocker and the phishing filter
  
15. Blackboard
  - Login on to a Blackboard Web site
  - View and change personal information and password
  - Modify privacy options
  - Use the Digital Drop Box
  - Download and upload files
  - Take an assessment
  - View the grade for an assessment
  - Create threads in a discussion board
  - Reply to threads in a discussion board
  - Log off Blackboard and be able to explain why this is important