

Technology Skills Necessary for Success in Online Courses

Before registering for any ESCC Online Course, you should make sure that you have the following technology-based skills. Your instructor will not be teaching these skills as part of the course content:

Basic Skills

- Locate a file on hard drive, USB flash drive, and/or server
- Save a file to a specific drive and folder
- Change drives
- Connect to an ISP
- Navigate between two or more applications without closing and reopening (multi-tasking)

Web Browser Skills

- Go to a specific URL
- Print a page
- Follow a hyperlink
- Conduct a basic search using a search engine
- Email Skills
- Use an Internet address
- Enter a message subject
- Reply to a message
- Send a message
- Open a message
- Forward a message
- Create a folder
- Save a message into a specific folder
- Delete a file
- Add a name to the address book
- Retrieve a name from the address book
- Paste text from a word processor
- Send an attachment
- Open and/or save an attachment

Word Processor Skills

- Open a new file
- Open an existing file
- Save a file
- Rename (Save As) a file
- Cut, copy, and paste text
- Format text
- Change line spacing
- Print a document