

Technology Skills Checklist

1. **Open a document from the flash drive** _____
2. **Open a new document from word** _____
3. **1 inch margins** _____
4. **12 point times new roman font** _____
5. **Indent and type your name (shift/capital)** _____
6. **Change the color of your name to red** _____
7. **Highlight your name in yellow** _____
8. **Make the view 200%** _____
9. **Insert a table** _____
10. **Insert an image** _____
11. **Bullet your name** _____
12. **Highlight your name** _____
13. **Undo the highlight** _____
14. **Redo the highlight** _____
15. **Turn the volume all the way up** _____
16. **Turn the brightness all the way up** _____
17. **Save the document to the desk top** _____
18. **Save the document to the flash drive** _____
19. **Name the document with your last name** _____
20. **Create a new folder with a name** _____
21. **Eject flash drive** _____
22. **Shut down the computer** _____
23. **Plug it in to charge** _____