

Table 2

*The Digital Literacy Skills*

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Beginning Skills

Understand the basic terminology of information technology

Operate and communicate with technological devices, learn parts of a computer

Develop usernames and passwords

Use a mouse, double click, print, save backspace, copy and paste, indent paragraphs, tabs

Learn keyboarding and word processing, such as fonts, paragraphing, size, format, indentions

Use email

Use websites

Practice digital etiquette

Advanced Skills

Navigate social media sites such as Facebook, Twitter, Skype, Pininterest, blogs, wikis, podcasts

Evaluate websites based on accuracy, currency, reasonableness, appropriateness, credibility

Use Google Suite products, including documents, sheets, slides, calendar, map, Google Earth

Design schedules and tables, charts, graphs, databases, Venn diagrams

Use electronic calculator and spreadsheets to create formulas and functions, align cells

Create multimedia presentations using a digital camera, video, interactive white boards, creating images, graphics, music, and sound

Use painting and drawing programs, makerspaces

Use apps. for mobile phones and tablets

Writing and formatting a report

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