

**PRE COURSE CHECKLIST**

**HUBBLE, BUBBLE, TOIL AND TROUBLE MAKES a picture perfect!**

**Is this the course for you?**

In order to get the most out of this course as well as feel comfortable with the pace of the course programme, some basic computer skills will be necessary.

This checklist should help you be able to decide if this weekend course is right for you.

The checklist uses two categories; E (Essential) and D (Desirable). If you cannot tick those items under the Essential category, the course is probably NOT appropriate.

If you want to explore any part of this checklist further with the course tutor, we will be happy to arrange this.

**USING A COMPUTER**

1	I am confident in the <b>use and control</b> of a <b>computer mouse</b>	<b>E</b>
2	I understand the difference between using the <b>left-hand</b> and <b>right-hand</b> mouse buttons	<b>D</b>
3	I know what <b>drop down menus</b> are	<b>E</b>
4	I know how to <b>SAVE</b> a file	<b>E</b>
5	I know the difference between <b>SAVE</b> and <b>SAVE AS</b>	<b>D</b>
6	I can create a <b>NEW FOLDER</b>	<b>E</b>
7	I can <b>NAME/RENAME</b> a file or folder	<b>D</b>
8	I can use a PC to word process (type) a letter in a program like Microsoft Word, Microsoft Works or can compose a message in an email	<b>E</b>
9	I can print a document e.g. letter	<b>E</b>

**E = ESSENTIAL**

**D= DESIRABLE**

**Further information is available in the [Supplementary Advice sheet](#) as well as in the course description of the [Ammerdown Brochure](#)**