

## Windows MultiTasking Competencies

<b><i>I AM ABLE TO:</i></b>	<b>No</b>	<b>Sort of</b>	<b>Yes</b>	<b>Easily</b>
1. Use the Windows keyboard commands for Select All, Copy, and Paste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use ALT + TAB to move between open Windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use the Windows logo key to get to the Start Menu, Windows desktop, and Windows Explorer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Install and use the Google Toolbar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use the Ctrl and Shift keys to highlight multiple items in a drop-down menu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust your monitor display resolution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Explore search engine results quickly by dragging and dropping links into a second browser window.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use the keyboard shortcuts (Ctrl + F, Ctrl +N, Ctrl + H) for common browser functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Move a Web page out of a frame by opening it in a new browser window.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Print specific pages or copy selected text from a PDF document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Explain to a library user how to download and install Acrobat Reader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Save a file from a Web page to the desktop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Clear History files, Cache, and Temporary Internet Files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Create folders in the Internet Explorer Links Toolbar and drag new links into the folders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>