

---

# Basic Computer Literacy

# TOOLKIT



# Computer Literacy

---

## What Is Computer Literacy?



Computer literacy is defined as the knowledge and ability to utilize computers and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving.

Computer Literacy includes the use of basic hardware and software and the understanding of key information technology concepts and components.



**In easy language**, it means “how good are people at using a computer?”

## Why Are Computer Skills Important?



Being able to use a computer is the foundation for all knowledge, skills and abilities with the Electronic Health Record (EHR). It is also required so that all staff can communicate and receive information electronically, within the Health Organization. All people who will be using the EHR need to have basic computer skills.



**In easy language it means**, user will need computer skills to access and record information for patients (and no, other people can't do it for them)

## What Is Involved?



Acquiring basic computer skills means the learner will be supported to learn the skills with the support of an educator. Some of the learning will be ‘hands-on’ and will take only a short amount of time and the other learning is through Word Games so that user can become familiar with frequently used terms. By learning basic computer skills and therefore becoming more comfortable with a computer, the learner’s transition to the EHR will be easier.



**In easy language it means**, start with completing the **Basic Computer Skills Self-Assessment**. Then, if more learning required, use the On-Line Learning Tools (attached to this document) to help the learner acquire basic skills on the computer and how to use email. The educator will need to support the learner. For fun (and to increase awareness), there are **WORD GAMES** which will familiarize users with common computer terms (Word Games separate attachment).

## Computer Literacy cont.

---

### What Are The Required Skills?



Having basic computer skills will improve the end user's ability to navigate the EHR, input information into the EHR, and gather information from the EHR to enhance clinical decision making. For purposes of the EHR, users must, at a minimum, be familiar with the following skills:

- Use of a mouse
  - Moving cursor
  - Single click
  - Double-click
  - Right-click
- Basic typing/keyboard skills
- Browser navigation
  - Use of *back* and *home* buttons
  - Options such as radio buttons
  - Scroll bar
  - Drop-down lists
- Opening programs
- Windows
  - Maximizing
  - Minimizing
  - Re-sizing
  - Closing
- Navigating folder structures
- Toolbars and task menus
- Locking and unlocking computer sessions
- Accessing email

While not all skills above are directly related to the HER, many elements are transferable.



**In easy language it means**, learning basic computer skills.

### **REMINDER**

Have staff complete Basic Computer Self-Assessment, Basic Computer Skills and Word Games by

# Basic Computer Skills Self-Assessment

---

## What Is It?

The Basic Computer Skills Self-Assessment is a tool used by educators to identify gaps and strengths in computer use, by intended users (i.e. staff nurses).

## Why Use It?

The tool results are then used to guide the development of learning plans for users who may need further assistance. This allows knowledge gaps in computer use to be addressed prior to implementation of the new EHR and clinical information system documentation.

## Who Is The Self-Assessment For?

- Staff and Students
- Non clinical staff
- Users of electronic health records or clinical information systems
- Educators, Leaders, and Managers

### ATTENTION:



**\*No need to distribute the Basic Computer Skills Self-Assessment to staff members who are observed to be confident with computer skills!\***

### Educators, here are the Directions For Use:

1. Distribute **Basic Computer Skills Self-Assessment** (it's a separate attachment) to staff members, who struggle using a computer or avoid using a computer to access policies, check lab values or who do not use their email.
2. Review results of **Basic Computer Self-Assessment** with staff members to highlight areas of strength and areas requiring further learning.
3. Use **On-Line Learning Tools** (attached to this document) to address any learning needs the user has. Set up the URLs for them (you may have to copy and paste URLs into your browser). Follow the instructions listed under "Learning Activity"
4. Review with staff members any further learning needs
5. Place **Word Games** in staff room. Set a date to have them completed by. Give specific directions as to where staff leaves completed games. Consider providing a prize for a winner (through i.e. coffee card)

## On-Line Learning Tools

Time	Learning Intention	Key Concepts/Content	Learning Activity	Evaluate
	<b>Acquire Basic Mouse Skills</b>	Become comfortable with: <ul style="list-style-type: none"> <li>▪ Using a mouse</li> <li>▪ Dragging with a mouse</li> <li>▪ Minimizing &amp; maximizing</li> <li>▪ Making file smaller or larger</li> <li>▪ Exit or close</li> </ul>	Take learner to website: <ul style="list-style-type: none"> <li>▪ <a href="http://spclc.org/curricula-resources/computer-curriculum">http://spclc.org/curricula-resources/computer-curriculum</a> (Click “Basic Skills Computer Curriculum” if site doesn’t come up)</li> <li>▪ Scroll to “Very Basic Computer Skills”</li> <li>▪ Click on “Mouse Skills”</li> <li>▪ Have learner follow the instructions ensuring they have a mouse to practice with</li> </ul>	Have learner play simple mouse clicking exercises <ul style="list-style-type: none"> <li>▪ <a href="http://seniornet.org/index.php?option=com_content&amp;view=article&amp;id=975">http://seniornet.org/index.php?option=com_content&amp;view=article&amp;id=975</a></li> <li>▪ Click on “Placing the Mouse”</li> <li>▪ Complete the simple exercise(s) and click “next” to continue</li> </ul>
	<b>Acquire Basic Keyboard Functions</b>	Become comfortable with: <ul style="list-style-type: none"> <li>▪ Typing</li> <li>▪ Formatting text</li> <li>▪ Cutting and pasting</li> </ul>	Take learner to website: <ul style="list-style-type: none"> <li>▪ <a href="http://spclc.org/curricula-resources/computer-curriculum">http://spclc.org/curricula-resources/computer-curriculum</a></li> <li>▪ Scroll to “MS Word Exercises”</li> <li>▪ Click on “Exercise 2: Editing &amp; Formatting”</li> <li>▪ Have learner follow steps 1-9</li> </ul>	
	<b>Acquire Basic Internet Skills</b>	Become comfortable with: <ul style="list-style-type: none"> <li>▪ Entering a URL</li> <li>▪ Clicking on a HTTP</li> <li>▪ Conducting a search using Google</li> </ul>	Take learner to website: <ul style="list-style-type: none"> <li>▪ <a href="http://spclc.org/curricula-resources/computer-curriculum">http://spclc.org/curricula-resources/computer-curriculum</a></li> <li>▪ Scroll to “Internet Exercises”</li> <li>▪ Click on “How Can I Access the Internet”</li> <li>▪ Complete the activities</li> </ul>	
	<b>Assess New Skills</b>	Put the above basic computer skills into practice		Create a “flyer” to sell a car <ul style="list-style-type: none"> <li>▪ Open a Word document</li> <li>▪ Insert a picture of a car from a Google Search</li> <li>▪ Create a headline for the flyer i.e. “Car For Sale”</li> <li>▪ Type in the price</li> <li>▪ Type in car features: colour, year, 2 or 4 doors</li> <li>▪ ‘Cut’ the year and ‘paste’ into headline</li> <li>▪ Print the document</li> </ul>

	<b>Acquiring Email Skills</b>	Become familiar with: <ul style="list-style-type: none"><li>• How to send an email</li><li>• How to receive an email</li><li>• How to attach a document</li><li>• How to create your own signature</li></ul>	Take learner to website: <a href="https://youtu.be/I53LUZ473">https://youtu.be/I53LUZ473</a> <u>4</u>	Have learner send you an email with text  Send learner an email and have them open it  Have learner send you an attachment
--	-----------------------------------	--	---	--