

Certified Cyber: 100 Internet Related Skills That Everyone Should Have

Ever wonder if you'll ever get ahead of the cyber curve? With this 100 point checklist, you will learn almost everything you need to know for easy, surprise-free web surfing and e-mailing. This program was developed for the coaches at Coach University, but may be freely distributed.

1. E-mail – Basics

- ▶1 I have an e-mail program. (AOL, Outlook Express, Eudora, Communicator)
- ▶2 I can send e-mail to 1 person at a time.
- ▶3 I can send e-mail to 50 people at a time.
- ▶4 I can send a cc to one person.
- ▶5 I can send to send a cc to 50 people.
- ▶6 I can send a bcc (blind courtesy copy) to 1 person.
- ▶7 I can send a bcc to 50 people.
- ▶8 I can adjust my "reply-to" address.
- ▶9 My 'from' e-mail address is correct.
- ▶10 My name is included in the 'from' e-mail address.

2. E-mail – Intermediate

- ▶1 My signature is at end of my e-mails.
- ▶2 I can reply to a sender and include their original e-mail.
- ▶3 I can insert my reply/comments in the body of the sender's e-mail.
- ▶4 I know how to reply to both the sender and the other cc'd parties.
- ▶5 I can attach a word or text document.
- ▶6 I can attach a gif or jpg file.
- ▶7 I know about not using CAPS.
- ▶8 Have used an e-mail autoresponder.
- ▶9 I can cut and paste from a document into an e-mail.
- ▶10 I know about web-based e-mail.

3. E-mail – Advanced

- ▶1 I know about ASCII vs. HTML e-mail.
- ▶2 I can change the color of the e-mail text.
- ▶3 I can change size of e-mail text.
- ▶4 I can change style of the e-mail text.
- ▶5 My e-mail system keeps copies of my sent e-mails.
- ▶6 I delete my sent e-mails once a week.
- ▶7 I delete my deleted e-mails weekly.
- ▶8 I know how to adjust my e-mail system to send right away or to wait.
- ▶9 Included e-mail addresses of my friends, colleagues in e-mail-based address book.

- ▶2 I have set up folders to file/organize my incoming e-mails.
- ▶3 I have set up filters to direct my incoming mail into folders.
- ▶4 I know where on my hard drive that my attached files are downloaded/saved to.
- ▶5 I know how to set up my e-mail system to check for multiple e-mail accounts.
- ▶6 I know how to open several/all incoming messages at once.
- ▶7 I know how to sort my e-mail by date, topic or sender.
- ▶8 I've set up my computer to check for mail automatically.
- ▶9 I know how to make the sender's e-mail be included when I tap "reply."
- ▶10 I don't let unanswered e-mails pile up.

5. Browser – Basics

- ▶1 I have current version of my browser.
- ▶2 I know how to flush my browser cache.
- ▶3 I can bookmark my favorite websites.
- ▶4 I can use the back and forward buttons.
- ▶5 I can open more than one window.
- ▶6 I know how to set the page where my browser goes to when it starts up.
- ▶7 I know how to read the 'raw HTML' of a web page using the View Source button.
- ▶8 I know how to reload/refresh a browser.
- ▶9 I've set the search page button to go to the search engine of my choice.
- I've set my downloading preferences.

6. Browser – Intermediate

- ▶1 QuickTime 4 Player is installed.
- ▶2 RealPlayer G2 is installed.
- ▶3 Vivo Plug in is installed.
- ▶4 Acrobat Reader is installed.
- ▶5 Shockwave Plug in is installed
- ▶6 Flash Player is installed.
- ▶7 I've set up a personalized page at Yahoo.com or elsewhere.
- ▶8 I've searched using mamma.com.
- ▶9 I've searched using hotbot.com, altavista.com and yahoo.com.
- ▶10 I can view PDF files via my

- ▶4 I know when to not use an online form.
- ▶5 I know how to subscribe to e-mail newsletter via majordomo.
- ▶6 I know how to download a file.
- ▶7 I've participated in web-based chat.
- ▶8 I've used web-based telephone.
- ▶9 I know I have to install newly downloaded software before I can use it.
- ▶10 I can install downloaded software.

8. Software/Equipment

- ▶1 Windows 98 or Mac 8.6
- ▶2 Microsoft Word 97, 98 or 2000
- ▶3 Photoshop, PaintShop or PhotoDeluxe
- ▶4 Back up software
- ▶5 Speakers and Microphone
- ▶6 Ergonomic keyboard
- ▶7 Scanner
- ▶8 Fast, high-quality color printer
- ▶9 Tape back up system or Zip drive.
- ▶10 UPS battery backup/surge protector

9. Interactive Websites

- ▶1 IQ Test. universityoflife.com
- ▶2 Chat room. iChat.com
- ▶3 To take an online test. Testonline.com
- ▶4 Create something. VennDiagram.com
- ▶5 Create a gif image. Netstudio.com
- ▶6 Join. iVillage.com
- ▶7 Subscribe. TeleClass.com
- ▶8 Online ordering. Amazon.com
- ▶9 Examination. CertifiedDistinctionist.com
- ▶10 Stock Quote. Etrade.com

10. General Web/Computer

- ▶1 I back up my hard drive at least weekly.
- ▶2 I have a QuickCam that I can take videos and pictures with.
- ▶3 I know how to upload files via FTP.
- ▶4 I know how to create web pages/HTML.
- ▶5 I have a computer expert or friend who can answer my questions right away.
- ▶6 I know about automatically backing up my key files via the web.
- ▶7 I get my news, quotes and tips sent to me each day via e-mail.

- ▶10 I know how to attach an audio or video file to my e-mail message.
- ▶11 I delete my deleted e-mails weekly.

4. Receiving E-mail

- ▶1 I know about my encryption options

browser.

7. Web Surfing

- ▶1 I know how to enter a passcoded area.
- ▶2 I know to look for the https:// and key when ordering online with a credit card.
- ▶3 I know about cookies.

- ▶8 I automatically connect to my ISP when I launch my browser or e-mail.
- ▶9 I have upgraded to ADSL or cable.
- ▶10 I know how to view a .gif or .jpg file on my hard drive by using my browser.

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