

PREPARE TO WORK

COMPUTER SKILLS FOR TODAY'S JOBS



Computers are quickly becoming a necessary part of the workplace. Basic computer skills are transferable across many occupations and sectors. The more transferable your skills are, the more options you can consider during your job search.



Computer Skills Make a Difference

What are basic computer skills?

It all starts with keyboarding. A minimum of 40 words per minute is required by the Office of Personnel Management (OPM) for GS-0300-General Administrative, Clerical and Office Group employees. This standard is pretty well accepted in the private sector as well. Some employers are willing to accept 25-35 wpm.

Computer skills commonly needed in the workplace include:

- basic operations such as turning on, logging on/off, shutting down and restarting
- computer related terms
- Windows components such as the Desktop, Start Menu, Taskbar, and Recycle Bin

- using the mouse right click functions
- file management
- closing/minimizing/hiding windows and starting/quitting a program
- navigating through files and directories
- create, organize, copy and drag and drop or paste files in folders or directories
- move and delete unwanted files permanently
- format, select, edit, copy and paste text or selected objects
- use of undo/redo functions
- save, print and preview document commands
- select and change font sizes and styles
- create itemized lists and outlines
- file extensions and differences
- change printer parameters (paper orientation, margins, and proportions, etc.)

- use of an internet browser, bookmarks and upload or download documents/files
- compose, send, receive, reply to and forward email
- attach/detach documents to/from email messages
- basic privacy and security issues (virus checking)

Basic and Advanced Courses to Consider

- * Keyboarding and/or Mavis Beacon Teaches Typing tutorial software
- * Windows Operating System
- * Mail/Outlook
- * Word
- * Excel
- * PowerPoint
- * Access
- * Adobe Acrobat
- * Photoshop
- * Illustrator
- * Page Layout Software
- * CADD



Rehabilitation Perspectives has performed 1800+ Computer Aptitude Assessments for basic computer users and advanced IT professionals in areas of help desk support, hardware technicians, systems and network administrators, engineers and programmers since 2001. For more information on this program and other services, call Debbie Moreau or Rick Gallanti at 703-912-6960

Rehabilitation Perspectives, Inc., P.O. Box 11432, Burke, VA 22015
rehabperspectives.com

Sample of Job Titles Requiring Basic to Intermediate Computer Skills

- Accounts Payable Clerk
- Admitting Clerk
- Administrative Clerk
- Administrative Assistant
- Administrative Support Specialist
- Automotive Service Writer
- Automotive Warranty Clerk
- Bank Teller
- Biller/Coder Clerk
- Bookkeeper
- Call Center Representative
- CAD Operator/Designer
- Case Manager
- Construction Estimator
- Customer Care Associate
- Customer Service Representative
- Customer Service Specialist
- Customer Support Specialist
- Data Entry Clerks
- Desktop Publisher
- Discharge Clerk
- Dispatcher
- Documentation Specialist
- Document Control Clerk
- Document Imaging Clerk
- Enrollment Clerk
- File Clerk
- Front Desk Clerk
- Fulfillment Clerk
- General Office Clerk
- Human Resource Assistant
- Hospitality Billing Clerk
- Information Clerk
- Inventory Coordinator
- Member Services Representative
- Message Center Support Representative
- Office Assistant
- Order Clerk
- Office Automation Clerk
- Office Automation Specialist
- Office Support Clerk
- Operations Support Specialist
- Personal Assistant
- Payroll Clerk
- Parts Clerk
- Processing Clerk
- Property Management Clerk
- Program Assistant
- Program Support Specialist
- Program Analysts
- Purchasing Agent
- Photo Lab Technician
- Records Specialist
- Receptionist
- Rental Clerk
- Research Clerk/Associate
- Shipping/Receiving Clerk
- Service Writer
- Support Services Clerk
- Support Services Administrator
- Special Event Coordinator/Planner
- Travel Counselor
- Technical Writer
- Training Specialist
- Unit Clerk
- Payment Processor
- Patient Access Representative
- Patient Services Representative
- Publication Clerk
- Warehouse and Inventory (Clerks/Managers/Auditors)
- Verification Processor