

# Computer Skills for College Readiness



In today's digital age, basic computer skills are more than just advantageous—they're a necessity for academic success in college. Before you embark on your college journey, brushing up on these essential computer skills will not only ease your academic workload but also enhance your learning experience.



## **Proficiency in Word Processing**

Learn how to create, edit, and format documents in word processing software like Microsoft Word or Google Docs.



## **Effective Use of Spreadsheets**

Gain skills in spreadsheet programs like Excel or Google Sheets. Learn to enter data, use formulas, and create simple charts.



## **Presentation Software Proficiency**

Learn how to use tools like Microsoft PowerPoint or Google Slides to create visually appealing and informative presentations.



## **Email Communication**

Understand the basics of professional email communication, including clear subject lines, proper greetings, and signatures. Manage your inbox with folders, labels, and filters.



## **Internet Research and Navigation**

Develop skills to use search engines effectively. Learn to assess the credibility of online sources for academic purposes.



## **Understanding of Online Learning Platforms**

Get to know learning management systems (LMS) like Canvas, Blackboard, or Moodle. Engage in online discussions.