

100 Technology Skills Every Homeschooled Child Should Learn Before Graduation

A resource from Nichole Holze for the Four States Homeschool Expo and Conference
Use this list as a checklist and work through it gradually over the school years, not all at once.

Section 1: Basic Computer Operation (Skills 1–15)

1. Turn a computer on and off properly
2. Log in and out of a user account
3. Use a keyboard and mouse with confidence
4. Understand the difference between a desktop, laptop, and tablet
5. Resize, minimize, maximize, and close windows
6. Use multiple tabs in a browser
7. Switch between open applications
8. Take a screenshot
9. Adjust display settings (brightness, text size)
10. Connect to a Wi-Fi network
11. Pair and use Bluetooth devices
12. Charge devices properly and understand battery health
13. Use keyboard shortcuts (copy, paste, undo, select all, etc.)
14. Use the right-click menu
15. Understand and use the taskbar or dock

Section 2: File Management (Skills 16–25)

16. Create, name, and rename files and folders
17. Save a file to a specific location
18. Understand file types (.pdf, .docx, .jpg, .mp4, etc.)
19. Move and copy files between folders
20. Delete files and empty the trash/recycle bin
21. Search for a file on the computer
22. Organize files into a logical folder structure
23. Compress and unzip files
24. Understand cloud storage vs. local storage
25. Back up important files (external drive or cloud)

Section 3: Internet and Browser Skills (Skills 26–38)

26. Use a search engine effectively (good search terms, not full questions)
27. Evaluate whether a website is trustworthy
28. Understand the difference between a URL and a search query
29. Use bookmarks and organize them
30. Clear browsing history and cache
31. Understand what cookies are and how to manage them

32. Use browser extensions wisely
33. Identify and avoid clickbait
34. Recognize a secure website (https, padlock icon)
35. Use browser private/incognito mode and understand what it does (and doesn't) hide
36. Download files safely and know what not to download
37. Recognize a phishing website or link
38. Understand what a VPN is and when to use one

Section 4: Email and Communication (Skills 39–50)

39. Create and manage an email account
40. Write a professional email (subject line, greeting, body, sign-off)
41. Use CC and BCC appropriately
42. Attach files to an email
43. Organize email with folders or labels
44. Recognize phishing and scam emails
45. Unsubscribe from unwanted email lists
46. Use calendar invitations and respond to them
47. Set an out-of-office reply
48. Understand email etiquette (reply vs. reply all, appropriate tone)
49. Use a video calling platform (Zoom, Google Meet, FaceTime)
50. Understand the permanence of digital communication and that nothing is truly deleted

Section 5: Passwords and Online Security (Skills 51–60)

51. Create a strong password
52. Understand why not to reuse passwords
53. Use a password manager
54. Set up and use two-factor authentication (2FA)
55. Recognize social engineering and manipulation tactics
56. Understand what personal information should never be shared online
57. Know what to do if an account is hacked
58. Understand privacy settings on accounts and apps
59. Read (and understand the basics of) a privacy policy or terms of service
60. Know how to report online harassment or abuse

Section 6: Social Media Literacy (Skills 61–70)

61. Understand how social media algorithms work
62. Recognize that feeds are curated and they are not reality
63. Understand the difference between a public and private account
64. Know what a digital footprint is and that it lasts (forever)
65. Understand the risks of oversharing location or personal details
66. Recognize sponsored content and advertisements

- 67. Understand how social comparison affects mental health
- 68. Know how to block, mute, and report users
- 69. Understand the business model of free platforms (you are the product)
- 70. Practice intentional social media use, have a purpose before opening an app

Section 7: Content Creation and Digital Literacy (Skills 71–80)

- 71. Create and format a document (headings, fonts, spacing)
- 72. Build a basic spreadsheet with formulas
- 73. Create a simple slideshow presentation
- 74. Cite digital sources correctly
- 75. Understand copyright and fair use basics
- 76. Edit a photo (crop, brightness, basic adjustments)
- 77. Record and edit a basic video
- 78. Understand what AI-generated content is and how to identify it
- 79. Write for a digital audience (concise, scannable, clear)
- 80. Understand what metadata is (location data in photos, etc.)

Section 8: Devices, Apps, and Platforms (Skills 81–90)

- 81. Download, install, and delete apps responsibly
- 82. Understand in-app purchases and how to avoid accidental charges
- 83. Update software and understand why updates matter
- 84. Understand what permissions apps request (camera, location, contacts) and why
- 85. Use a maps/navigation app
- 86. Use a cloud-based document platform (Google Docs, Microsoft 365)
- 87. Understand streaming platforms and manage subscriptions
- 88. Use digital payment tools safely (Venmo, PayPal, Apple Pay)
- 89. Recognize addictive design patterns in apps and games
- 90. Know how to factory reset a device and why you'd need to

Section 9: Future Readiness and Advanced Skills (Skills 91–100)

- 91. Understand what AI tools are (ChatGPT, etc.) and how to use them responsibly
 - 92. Know the basics of how the internet works (servers, domains, IP addresses)
 - 93. Understand what coding is, even if they don't learn to code deeply
 - 94. Know how to troubleshoot a basic tech problem before asking for help
 - 95. Use productivity tools (to-do apps, calendar systems, note-taking tools)
 - 96. Understand digital wellness: screen time, sleep, mental health
 - 97. Know how to research, compare, and purchase something online safely
 - 98. Understand how targeted advertising works
 - 99. Know the basics of digital accessibility (alt text, captions, font size)
 - 100. Have a personal philosophy about technology: know **why** they use it the way they do
- Bonus - learn how to type on a keyboard with efficiency and accuracy*