

**Pratt School of Information and Library Science**  
**July 2006**

**Student Technology Expectations**

Aptitude in the use of Microsoft Windows-based personal computers, the Microsoft Office Suite, and core Internet technologies is expected prior to enrollment. Proficiency with the skills listed below is assumed and will not be taught by SILS faculty or staff. Remedial and refresher texts are available in the Pratt Manhattan library.

**A. Microsoft Windows**

- .1 Proficiency using **Windows-based computers**. Presently, Apple computers are not supported within the SILS curriculum.
- .2 **File management** using Microsoft Windows (directories, folders, files, extensions, backing up files, install and uninstall programs).
- .3 Basic **software troubleshooting** using online help and by following instructions in software manuals.

**B. Microsoft Office**

- .1 Proficiency in word processing using **Microsoft Word**.
- .2 Design and creation of effective electronic presentations using **Microsoft PowerPoint**.
- .3 Design and create a spreadsheet and basic data analysis using **Microsoft Excel** (set up, edit, sort, print, and manipulate data).
- .4 Familiarity with the principles for simple database design using **Microsoft Access** (set up, edit, save, sort, search for, and manipulate data).

**C. Internet**

- .1 Use of **e-mail** (sending, receiving, replying, forwarding, backing up, and deleting messages, as well as sending and opening file attachments).
- .2 **Web browsing** and **searching** (connecting to web site, bookmarking, using Yahoo and Google for searching).
- .3 Downloading and uploading files using **FTP**.