computer literacy

basic, nontechnical knowledge, familiarity and experience with computers, software, and computer systems.

CareGivers of America
Home Healthcare Services

Why is computer literacy important?

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who can effectively send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not.

While most of us do well on our computers at work, we could all improve in one area or another. *Where do you need to improve?*

Identify what you need to learn.

Most likely, you only have so much free time that you can dedicate to learning a new skill. Accordingly, it's important to use that time wisely. Whether you're looking to pivot your career or level up within your current field, analyzing the duties and job description of your ideal position is a great way to identify what skills employers are looking for, as well as the tools you should know how to use.

Programs could include:

Microsoft Office	Email Management
Microsoft Excel	Information Management
Microsoft PowerPoint	Digital Calendars (Google, Outlook, etc.)

Start with the basics—and ensure you know how to use a computer properly.

While this goes without saying, before you learn any specialized technical skills, at the very least you need a fundamental understanding of how to use a computer—*ideally, both a Windows or Mac.*

If you're working in an office role, consider getting certified in Microsoft Office to improve your skills and add value to your resume.

Take a free online or-in person computer course.

There are many free resources available, both offline and online. Be sure to check out offerings in your community, such as at your local library, community center, community college or YMCA. You can also search on sites like Meetup or Eventbrite for educational events or groups.

Search for answers online.

If you get stumped or confused by a computer program, search online. You're not the only person to have encountered the issue. Often, there are many step-by-step articles online that will help you resolve the problem easily.