



**Graduate Certificate in Gerontology for the Healthcare Professional
Required Computer Skills and Computer Specifications**

Prior to beginning the program, students are expected to possess specific computer and internet skills. Below is a list of those student requirements along with the software requirements and recommendations.

Please note: In areas where you feel weak, we recommend that you identify an individual that will be able to help you learn and troubleshoot.

<p><u>Computer software</u></p> <ul style="list-style-type: none"> • Microsoft office suite required. PC: version 2007 or 2010 recommended Mac: version 2008 recommended • Commercial internet access required. Recommend DSL, Cable, or similar speeds • Multimedia: iTunes player with Quicktime • Utilities: Java Mozilla Firefox- internet browser 	<p><u>Internet Skills</u></p> <ul style="list-style-type: none"> • Email: sending/receiving, attaching files, opening attached files, reply/reply to all • Downloading files • Uploading files • Creating/replying to conversation threads <p>Tutorial: http://www.gcflearnfree.org/computer/</p>
<p><u>Microsoft Word Skills</u></p> <ul style="list-style-type: none"> • Creating/naming/saving documents • Formatting: tabs, line spacing, font, margins, headers & footers • Inserting: tables, page numbers, pictures, page breaks • Editing: inserting/removing comments, using track changes <p>Tutorial 2007: http://office.microsoft.com/en-us/training/HA102155661033.aspx</p>	<p><u>PowerPoint Skills</u></p> <ul style="list-style-type: none"> • Creating/naming/saving documents • Selecting slide designs, color schemes, slide layouts • Inserting: pictures, clip art, tables, links <p>Tutorial for 2007: http://office.microsoft.com/en-us/powerpoint/HA101942821033.aspx</p>