

Computer Literacy

Dr. P.S. RAJPUT

Asstt. Professor & In-Charge Head

Deptt. Of Library and Information Science, MLSU, Udaipur

Meaning

- ▶ In 1976, Burchinal suggested that “To be computer literate require a new set of skills. These include how **to locate and use computer** needed for problem solving and decision making efficiently and effectively.
 - ▶ During the 1980s, there was recognition that computers and related technologies were becoming increasingly powerful tools for retrieval and manipulation of information.
 - ▶ **Computer literacy** is the ability to use **computers** and related technology efficiently, with a range of **skills** covering levels from elementary use to programming and advanced problem solving.
-
- ▶

-
- ▶ Eisenberg and Johnson (2002), however, believe that the computer is a tool that facilitates and extends our abilities to learn and to process information
 - ▶ Computer literacy is the knowledge and ability to use computers and technology efficiently
 - ▶ Computer literacy can also refer to the comfort level some one has while using computer programmes and other applications that are associated with computers



NEED

- ▶ Growth of library collection.
- ▶ Availability of information in varied formats like print, non-print, graphics, audio visuals and electronic media.
- ▶ Varied needs of libraries and their limitations.
- ▶ Challenges of information technology applications before the librarians
- ▶ National and International database searches
- ▶ Information management and retrieval techniques.
- ▶ Limitations of traditional information systems in libraries.



SKILLS/UPDATES

- ▶ Fundamental knowledge of computers and networking skills.
- ▶ Web programming skills : HTML, ASP, PHP or any web programming languages.
- ▶ Basic understanding for digitalization.
- ▶ Information management skills.
- ▶ Awareness of emerging technologies that may not be currently relevant but may become relevant tools of future information resources.
- ▶ Database searching skills.
- ▶ Internet searching skills.



BENEFITS

- ▶ The computer literate professionals are susceptible for adoption of change.
- ▶ The quality of library services will be improved by using computer. They will be responsive to the demands of the user.
- ▶ The efficient services enable to get help and recognition of the users for the library professionals.
- ▶ The professionals with improved access to information through CD-ROM, internet and other packages and being relieved from the drudgery of repetitive work, will be used for betterment of the library services.

Increase in Employment: Knowledge of computer makes you employee in an organisation. In any organisation all work is done by the computer. If you have good command in computers then you can earn more salary.

- ▶ **Make attractive CV:** If you want to get a better job then you have to make perfect CV. This will do when you are computer literate.
- ▶ **Saving time:** Computer literate person can save their time to work on computer. Just take an example calculation done very fast rather than manually.
- ▶ **Result in Accuracy:** Only literate people can make the result accurate by giving the right command and computer will give you the result accurately. Illiterate people will do their work by themselves and there may be chance to get the wrong answer but computer cannot do this.
- ▶ **Self Learner:** Computer has the ability to make you self learner, Computer provide dictionary to get the meaning of typical words. You can improve your typing speed with typing software which make you self learner.



Set of Skills in Computer Skills?

▶ Users must, at a minimum, be familiar with the following skills:

▶ Use of a mouse

Moving cursor

Single click

Double-click

Right-click

- Basic typing/keyboard skills

- Browser navigation

Use of back and home buttons

Options such as radio buttons

Scroll bar

Drop-down lists



▶ Opening programs

▶ Windows

Maximizing

Minimizing

Re-sizing o Closing

▶ Navigating folder structures

▶ Toolbars and task menus

▶ Locking and unlocking computer sessions

▶ Accessing email



-
- ▶ **H/S**
 - ▶ **Search engines**
 - ▶ **Word processing**
 - ▶ **Spreadsheets**
 - ▶ **Browser basics**
 - ▶ **Virus/malware scanning**
 - ▶ **Common keyboard commands**
 - ▶ **Basic hardware terminology**
 - ▶ **Simple networking diagnosis**
 - ▶ **Security/privacy**



Any Question



Thanks

