

**Table 1. A Digital Literacy Checklist**

**CAN THE USER DO THE FOLLOWING?**

**Foundational**

- ▶ Turn on device.
- ▶ Use available device controls, such as a touchscreen, mouse, and keyboard.
- ▶ Use menu settings, such as changing the volume or increasing the font size to make text easier to read.
- ▶ Connect to a Wi-Fi network.
- ▶ Find and open apps.
- ▶ Use an internet browser.
- ▶ Update and change passwords.

**Communications**

- ▶ Use email, messaging apps, text messages, social media, and video to communicate with others.

**Information**

- ▶ Use a search engine to find news, health information, and other information of interest.
- ▶ Recognize the trustworthiness of online information.
- ▶ Stream or download online movies, music, games, books, and other content.

**Transactions**

- ▶ Access and use public services and assistance online, such as applying for services and paying bills.
- ▶ Purchase goods or manage money and financial transactions securely online.

**Problem solving**

- ▶ Use online resources, including online tutorials, FAQs, and forums, to solve problems and search for information.

**Safety and privacy**

- ▶ Keep online accounts secure and private using robust passwords and privacy settings.
- ▶ Assess risks and threats involved in being online.
- ▶ Recognize and avoid suspicious links in emails, websites, and social media.