

## STUDENT CHECKLIST OF PERSONAL COMPUTER SKILLS

For each of the computer skills listed, please circle the number that you think represents your level of proficiency. You are not being graded or evaluated on the level you indicate. The data will be used to evaluate our program and determine whether we need to do more to help students learn these skills. **THIS CHECKLIST SHOULD BE PLACED IN YOUR PORTFOLIO.**

For the skills below, please use the following code:  
**1=No skill. 2=Some skill. 3=Proficient in the skill. 4=Mastery of the skill**

### GROUP I SKILLS

#### COMPUTER OPERATIONS:

|  |   |   |   |   |
|--|---|---|---|---|
| Start up and shut down computers and various applications.                         | 1 | 2 | 3 | 4 |
| Use Desktop, Menu bars, Icons, and Windows.  | 1 | 2 | 3 | 4 |
| Move, resize, and arrange windows.   | 1 | 2 | 3 | 4 |
| Use and format a floppy disk.  | 1 | 2 | 3 | 4 |
| Rename, copy, delete files and folders.  | 1 | 2 | 3 | 4 |
| Use desktop interface (i.e. chooser) to select a printer or file server and print. | 1 | 2 | 3 | 4 |
| Switch between different applications (multi-tasking).                             | 1 | 2 | 3 | 4 |
| Obtain on-line help.   | 1 | 2 | 3 | 4 |

#### WORD PROCESSING:

|   |   |   |   |   |
|---|---|---|---|---|
| Create, save, and name documents.             | 1 | 2 | 3 | 4 |
| Use the ruler.                                | 1 | 2 | 3 | 4 |
| Type, edit, and format text and paragraphs.   | 1 | 2 | 3 | 4 |
| Create columns, set margins, and page breaks. | 1 | 2 | 3 | 4 |
| Use the spell checking tools.                 | 1 | 2 | 3 | 4 |
| Create headers, footers, and page breaks.     | 1 | 2 | 3 | 4 |
| Add footnotes, and endnotes.                  | 1 | 2 | 3 | 4 |

#### INTERNET SEARCH AND RETRIEVAL:

|  |   |   |   |   |
|--|---|---|---|---|
| Identify and locate popular Internet search engines. | 1 | 2 | 3 | 4 |
| use search engines to find specific information.     | 1 | 2 | 3 | 4 |
| Refine a search to narrow down search results.       | 1 | 2 | 3 | 4 |

(OVER)

**ELECTRONIC COMMUNICATION:**

|   |   |   |   |   |
|---|---|---|---|---|
| Send e-mail messages.                     | 1 | 2 | 3 | 4 |
| Attach an enclosure to an e-mail message. | 1 | 2 | 3 | 4 |
| Read, reply to and forward mail messages. | 1 | 2 | 3 | 4 |
| Use spell check in e-mail.                | 1 | 2 | 3 | 4 |

**MULTIMEDIA PRESENTATION:**

|  |   |   |   |   |
|--|---|---|---|---|
| Open, close, save, and create new slide shows.   | 1 | 2 | 3 | 4 |
| Enter, edit, format, and spell-check presentation text in slides.                      | 1 | 2 | 3 | 4 |
| Use the Slide, Slide Sorter, and Outline views to modify and rearrange a presentation. | 1 | 2 | 3 | 4 |
| Use master pages to change the look of a presentation.                                 | 1 | 2 | 3 | 4 |
| Add clip art, graphs, tables, and charts to enhance presentation.                      | 1 | 2 | 3 | 4 |
| Print slides, handouts, notes and outlines from the presentation.                      | 1 | 2 | 3 | 4 |

**GROUP II SKILLS****DESKTOP PUBLISHING:**

|   |   |   |   |   |
|---|---|---|---|---|
| Set document margins.   | 1 | 2 | 3 | 4 |
| Draw and edit boxes and circles.  | 1 | 2 | 3 | 4 |
| Insert a word processing document into a layout.                          | 1 | 2 | 3 | 4 |
| Flow text from one column or page to the next.                            | 1 | 2 | 3 | 4 |
| Import text and graphics.   | 1 | 2 | 3 | 4 |
| Resize and crop graphics.   | 1 | 2 | 3 | 4 |
| Use ruler guides to align text and graphic images.                        | 1 | 2 | 3 | 4 |
| Adjust text column starting points.                                       | 1 | 2 | 3 | 4 |
| Adjust text columns to a graphic image.                                   | 1 | 2 | 3 | 4 |
| Use Master Pages for repeated elements and automatically numbering pages. | 1 | 2 | 3 | 4 |

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**WEB PAGE CONSTRUCTION:**

|                                  |   |   |   |   |
|----------------------------------|---|---|---|---|
| Create titles.                   | 1 | 2 | 3 | 4 |
| Develop content headings.        | 1 | 2 | 3 | 4 |
| Lay out content into the body.   | 1 | 2 | 3 | 4 |
| Apply styles to text.            | 1 | 2 | 3 | 4 |
| Create a Web page with graphics. | 1 | 2 | 3 | 4 |
| Develop links between pages.     | 1 | 2 | 3 | 4 |

**SPREADSHEET:**

|  |   |   |   |   |
|--|---|---|---|---|
| Enter, edit, and format worksheet data.                                      | 1 | 2 | 3 | 4 |
| Insert rows and columns, adjust row height, and column width.                | 1 | 2 | 3 | 4 |
| Format numbers, dates, and times.  | 1 | 2 | 3 | 4 |
| Build simple formulas and use basic functions (such as average, sum, total). | 1 | 2 | 3 | 4 |
| Copy, paste, and fill formulas and values.                                   | 1 | 2 | 3 | 4 |
| Sort data and create charts.   | 1 | 2 | 3 | 4 |
| Apply relative and absolute addressing.                                      | 1 | 2 | 3 | 4 |

**DATABASE:**

|  |   |   |   |   |
|--|---|---|---|---|
| Define fields and enter data.  | 1 | 2 | 3 | 4 |
| Add, copy, rename, edit, and delete records.   | 1 | 2 | 3 | 4 |
| Create layouts for simple forms, labels, and reports.  | 1 | 2 | 3 | 4 |
| Use specified keys to find, sort, and match records.   | 1 | 2 | 3 | 4 |
| Perform simple calculations and summaries.   | 1 | 2 | 3 | 4 |
| Use lookup, information, logical, and date functions to evaluate information and automate spreadsheet tasks. | 1 | 2 | 3 | 4 |

**COMPUTER MAINTENANCE:**

|   |   |   |   |   |
|---|---|---|---|---|
| Change printer paper and/or cartridges. | 1 | 2 | 3 | 4 |
| Make simple adjustments.                | 1 | 2 | 3 | 4 |
| Change the system time.                 | 1 | 2 | 3 | 4 |
| Install stand alone programs.           | 1 | 2 | 3 | 4 |