

# Cibola Cluster Elementary Technology Skills Assessment

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

<b>Basic Operations</b>	K	1	2	3	4	5
<b>1. Turn on computer</b>						
<b>2. Appropriate use</b>						
a. Mouse						
b. Keyboard (left hand on left side and right hand on right side of the keyboard)						
c. Use of the function keys/key shortcuts as appropriate.						
<b>3. Open Program</b>						
a. Using icons						
b. Using name						
c. Using find						
<b>4. Use CDs</b>						
a. Correct handling						
b. Insert CD and close drawer						
c. Open/close program						
d. Eject CD from computer						
e. Return CD to appropriate place						
f. Use programs on CDs						
<b>5. Use floppy discs</b>						
a. Copy onto floppy disc						
b. Save to a floppy disc						
c. Name/rename/format floppy discs						
d. Use appropriate method to eject floppy disc						
<b>6. Use File on menu bar</b>						
a. 'Open' and 'New'						
b. 'Save/Save as'						
c. Print						
d. Exit programs						
<b>7. Close all windows</b>						
<b>8. Check for open programs on task bar (or ALT+Tab)</b>						
<b>9. Use appropriate method to delete documents</b>						
<b>10. Troubleshoot</b> (mouse disconnected, printer not on, restart, etc.)						
<b>11. Shut down computer from 'Start' Menu</b>						
<b>Productivity</b>						
<b>1. Use word processing, multimedia or web page software programs to clearly communicate.</b>						
a. Create a simple word processing document						
b. Import/Export						
c. Cut, copy, paste						

<b>Productivity (cont.)</b>	K	1	2	3	4	5
d. Change fonts, sizes, styles						
e. Use 'spell check'						
f. Set up document and change preferences						
g. Import simple chart/graph						
h. Insert and manipulate clipart or photo						
i. Use and manipulate tools in draw and paint						
j. Change widths of brushes, pens, etc.						
<b>2. Spreadsheet Program</b>						
a. Setup a simple spreadsheet						
b. Create a chart/graph						
c. Calculate totals/averages						
<b>3. Database Program</b>						
a. Setup a simple database						
b. Sort and Query to find info.						
<b>Creativity</b>						
<b>1. Use draw/paint program</b>						
a. Use tools						
b. Use tool options						
c. Add and manipulate graphics						
d. Cut, copy, paste						
e. Import/Export						
<b>Multimedia/Hypermedia</b>						
<b>1. Create a program using hyper-linked multimedia tools and integrated productivity tools to design, publish, and present individual and group student products.</b>						
a. Create a new slide, slide show, stack or web page						
b. Add text						
c. Add and manipulate graphics						
d. Add buttons or links						
e. Add sound (enriched-Web)						
f. Add animations (enriched-Web)						
g. Add video (enriched-Web)						
<b>Communication/Research</b>						
<b>1. Use telecommunications</b>						
a. Use e-mail						
b. Understand basic Internet concepts						
c. Use search engines efficiently						
<b>Ethical and Social Skills</b>						
<b>1. Exhibit legal, ethical, and safe behaviors when using information and technology</b>						