

COMPUTER LITERACY CRITERIA CHECKLIST

STUDENT NAME: _____ **Date of Birth:** _____

Your signature indicates that the student has demonstrated the skills listed below.

TEACHER SIGNATURE: _____ **Date** _____

PRINT TEACHER NAME: _____ **PRINCIPAL APPROVAL:** _____

COURSE TITLE: _____

KEYBOARDING SKILLS The student demonstrates the ability to do all of the following:

- 1) use proper typing techniques when using a computer
- 2) use proper procedures to start up, locate applications, create and locate folders and files, open files, save documents and shut down
- 3) use the touch system to type all letters, numbers and symbols
- 4) use the shift, caps lock, tab and enter/return keys properly
- 5) use the track pad (point), right/left/center buttons, mouse, space bar, arrow keys and control keys properly
- 6) use features on task bar and pull down menu, including create new folder, page set up, find/search, trash
- 7) produce a multiple page document with proper margins, alignment and formatting
- 8) proofread, edit, revise and copy using acceptable procedures including insert, delete, cut, copy, paste, undo

WORD PROCESSING The student demonstrates the ability to do all of the following:

- 1) open a word processing program and create a multi-page document
- 2) navigate within the screen using the mouse or keyboard
- 3) save and retrieve documents to/from a folder on the hard drive or to/from a disk
- 4) use the pull down menu options, icons on the task bar or keyboard commands to select font features (style, size, color and characteristics); adjust all margins, center and justify text, use bold, italicize and underline; use open and close, print, preview
- 5) revise and edit documents; use insert, delete, copy, cut and paste, paginate, and create page breaks
- 6) import a graphic and format it within text (Internet, scanner, digital camera, electronic source, clip art)
- 7) print a document successfully

INFORMATION RETRIEVAL The student demonstrates the ability to do all of the following:

- 1) use the computer, electronic resources and the Internet to locate and retrieve data and information
- 2) access an Internet Provider and the World Wide Web and Internet Resources for research
- 3) use a browser such as Internet Explorer or Netscape and use the basic features of that browser
- 4) identify and use various search engines, appropriate operators and effective searching strategies
- 5) capture and save data selected
- 6) capture and save graphics in the proper format
- 7) create, send and receive e-mail
- 8) use electronic encyclopedias, dictionaries, thesauri, maps, atlases and other references
- 9) access museums, libraries, research centers and other educational/information repositories

___ Teacher's copy ___ Counselor's copy, CL04 ___ Cum Record Copy ___ Student's copy
___ Credit Clerk, MR04