HERINGTON HIGH SCHOOL
COMPETENCY INDEX

Name_____ SS# _____

Department _____ Instructor _____

RATING SCALE:
3 Skilled-Works independently
2 Limited Skill-Requires assistance to perform task
1 Skill Undeveloped-Received instruction but has not developed skill
0 Not Observed

DIRECTIONS: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate the task to reflect employability readiness.

COMPUTER APPLICATIONS I

ENROLLMENT DATE _____ COMPLETION DATE _____ HOURS COMPLETED _____

I certify that the student received training in the area indicated.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Administrator Signature _____ Date _____

V. BASIC WEB PAGE DESIGN

A. Create A Web Page

3 2 1 0 1 Organize a web page
3 2 1 0 2 Add text and text enhancements such as size, font, color
3 2 1 0 3 Add backgrounds
3 2 1 0 4 Create tables
3 2 1 0 5 Add graphics such as pictures and borders

B. Web Page Features

3 2 1 0 1 Create links

VI. PRESENTATION SOFTWARE

A. Create A Presentation

3 2 1 0 1 Launch PowerPoint
3 2 1 0 2 Access a blank presentation template
3 2 1 0 3 Access a design template
3 2 1 0 4 Create a new presentation using a template
3 2 1 0 5 Insert new slides

B. Add Textual Information

3 2 1 0 1 Use text placeholders to insert text to slide
3 2 1 0 2 Create a bulleted list
3 2 1 0 3 Add text outside of placeholders using the drawing toolbar (textbox)
3 2 1 0 4 Add slide objects

C. Add Visual Elements

3 2 1 0 1 Add clip art to a slide (crop if necessary)
3 2 1 0 2 Change clip art on a slide
3 2 1 0 3 Utilize the Slide View, Slide Sorter View, and Slide Show View to develop show
3 2 1 0 4 Change the arrangement of objects on a slide
3 2 1 0 5 Move and resize placeholders
3 2 1 0 6 Replace the current layout with different autolayout
3 2 1 0 7 Change slide orientation from landscape to portrait

D. Customize A Presentation

3 2 1 0 1 Add animations
3 2 1 0 2 Add a transition to a selected slide
3 2 1 0 3 Utilize the rehearse timings feature for automatic slide advancement (make self-running)
3 2 1 0 4 Name and save a presentation to a folder

E. Deliver Presentations

3 2 1 0 1 Start a slide show on any slide
3 2 1 0 2 Print color presentations