HERINGTON MIDDLE SCHOOL
Competency Index

8th grade KEYBOARDING/TECHNOLOGY

Name

Instructor _____

Enrollment Date	Completion Date	Hours Completed

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

Student Signature Date

Instructor Signature Date

Administrator Signature Date

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 each task to reflect employability readiness.

I. OPERATING SYSTEMS AND HARDWARE

A. Hardware Skills

3 2 1 0 1 Enter commands from the keyboard, or other input device
3 2 1 0 2 Turn a machine on and off if necessary
3 2 1 0 3 Use the proper techniques for all key reaches (including numerics)
3 2 1 0 4 Demonstrate the function of each part of the keyboard
3 2 1 0 5 Demonstrate correct sitting position at computer and keyboard
3 2 1 0 6 Type a minimum of 30 WPM with at least 85% accuracy

B. File Management Skills

3 2 1 0 1 Create folders and subfolders and files
3 2 1 0 2 Recover a deleted file from Recycle Bin
3 2 1 0 3 Copy files from one folder to another
3 2 1 0 4 Rename or delete files and folders
3 2 1 0 5 Copy files to a flash drive

C. Windows

3 2 1 0 1 Describe the objects on the Windows desktop
3 2 1 0 2 Use the functions of the minimize, maximize, restore, and close buttons
3 2 1 0 3 Move and size a window
3 2 1 0 4 Use My Computer to locate a specific file
3 2 1 0 5 Use the windows calculator
3 2 1 0 6 Use the windows notepad
3 2 1 0 7 Use the windows word pad

D. Graphics

3 2 1 0 1 Integrate graphic files with applications
3 2 1 0 2 Use paint/draw features
3 2 1 0 3 Create/edit graphic files

II. SOCIAL AND ETHICAL ISSUES RELATED TO TECHNOLOGY

A. Principles of Ethical Behavior

3 2 1 0 1 Demonstrate consideration and mutual respect in the use of computing resources
3 2 1 0 2 Cooperate with peers and teachers
3 2 1 0 3 Abide by a code of honesty and integrity
3 2 1 0 4 Accept responsibility for your own work
3 2 1 0 5 Work cooperatively as a team member
3 2 1 0 6 Follow rules and procedures of the network

III. INTERNET SKILLS

A. Internet Basics

3 2 1 0 1 Access a site on the World Wide Web
3 2 1 0 2 Follow hypertext links from that site to several paths; bookmark the path
3 2 1 0 3 Understand Internet addresses

B. Using Online Resources

3 2 1 0 1 Access web search engines
3 2 1 0 2 Access online libraries
3 2 1 0 3 Access online encyclopedias

IV. WORD PROCESSING APPS.

A. Word Processing Basics

3 2 1 0 1 Define terms related to word processing
3 2 1 0 2 Create documents (letters and reports)
3 2 1 0 3 Use menus and toolbars
3 2 1 0 4 Perform save and retrieve procedures
3 2 1 0 5 Print documents

B. Basic Editing

3 2 1 0 1 Set line spacing
3 2 1 0 2 Set margins
3 2 1 0 3 Set page orientation (landscape or portrait)
3 2 1 0 4 Use enhancements (bold, underline, italics)
3 2 1 0 5 Select text to move, edit, cut, etc.
3 2 1 0 6 Select fonts and size for all types of text
3 2 1 0 7 Use spell check

C. Helpful Word Processing Features

3 2 1 0 1 Use tabs/indents
3 2 1 0 2 Set justification
3 2 1 0 3 Create headers and footers
3 2 1 0 4 Create tables and columns
3 2 1 0 5 Insert WordArt
3 2 1 0 6 Use Text Boxes
3 2 1 0 7 Work with clip art
3 2 1 0 8 Insert page numbering