HERINGTON MIDDLE SCHOOL
Competency Index

7th Grade
Keyboarding / Computer Apps.

Name _____ 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 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 Fingers curled
3 2 1 0 Maintains homerow hand position
3 2 1 0 Utilizes correct finger paths
3 2 1 0 Proper shift-key fingering
3 2 1 0 Quick, sharp key tap
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 Back straight
3 2 1 0 Feet on the floor
3 2 1 0 Elbows at the sides
3 2 1 0 Wrists straight
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 Use the Find function
3 2 1 0 3 Copy files from one folder to another
3 2 1 0 4 Rename or delete files and folders

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 Paint program

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; create a shortcut
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
3 2 1 0 4 Cite references

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 Set justification (alignment)
3 2 1 0 2 Insert WordArt
3 2 1 0 3 Use Text Boxes
3 2 1 0 4 Work with clip art