HERINGTON ELEMENTARY SCHOOL
Competency Index

5TH GRADE

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.

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
- **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 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

B. File Management Skills

3 2 1 0 1 Create files

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 Use software which supports curricula (see available software page)

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

B. Using Online Resources

3 2 1 0 1 Access web search engines
3 2 1 0 2 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 Use enhancements (bold, underline, italics)
3 2 1 0 2 Select text to move, edit, cut, etc.
3 2 1 0 3 Select fonts and size for all types of text
3 2 1 0 4 Use spell check

C. Helpful Word Processing Features

3 2 1 0 1 Set justification
3 2 1 0 2 Work with clip art

V. SPREADSHEET APPLICATIONS

A. Spreadsheet Basics

3 2 1 0 1 Define terms related to spreadsheets

B. Creating Spreadsheets

3 2 1 0 1 Perform save and retrieve procedures
3 2 1 0 2 Enter data
3 2 1 0 3 Modify spreadsheet data
3 2 1 0 4 Create simple graph

VI. PRESENTATION SOFTWARE

A. Create A Presentation

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

B. Add Textual Information

3 2 1 0 1 Use text placeholders to insert text to slide

C. Add Visual Elements

3 2 1 0 1 Add clip art to a slide
3 2 1 0 2 Change clip art on a slide

D. Deliver Presentations

3 2 1 0 1 Start a slide show