Technology Skills Checklist for Students

**Basic Computer Skills**

**Basic Level:**

 Explain computer components/peripherals

 Log on with individual logins and log off

 Use private password

 Proper care and upkeep of equipment

 Open documents from and save to a variety of locations including network folder

 Use appropriate terminology

 Use correct fingers and hand placement for entire alphabet and punctuation

 Maintain proper body position

**Word Processing**

**Basic Level:**

 Format-copy, paste, alignment, page setup, bullets, columns

 Edit-find/replace, spell-check, zoom

 Insert-tables, graphics, pictures, artwork

 Use word processing from start to finish

**Intermediate Level: (All of Basic +)**

 Create and edit documents

 Use word processing from start to finish in the writing process

 Format (use tools in home ribbon view)

 Insert symbols, page breaks, comments, hyperlinks, pictures, and tables

 Use Thesaurus

 Use Word count

 View in print mode and normal mode

 Insert and edit Header and Footer

 Insert page numbers, date

**Electronic Presentation**

**Basic Level:**

 Use graphic organizers for idea development and to show content knowledge

 Make presentation easily readable (e.g., background color and text)

 Apply transitions to slides

 Apply appropriate custom animation

 Apply timings

 Present slideshow

**Intermediate Level: (All of Basic +)**

 Use graphic organizers to manipulate and analyze to connect ideas and to organize information

 Create original products based on research

 Use to support oral presentation

 Produce effective, appropriate techniques for presentations: uniform background throughout which does not interrupt slide content, uniform text throughout, limited transitions that enhance presentation, etc.

**Communication**

**Basic Level:**

 Use e-mail appropriately (when accessible)

 Use appropriate ‘netiquette’ in all e-communications

 Use social media

**Research**

**Basic Level:**

 Use keywords to search

 Uses address bar to type URL 5

**Intermediate Level: (All of Basic +)**

 Conduct online research for an academic purpose

 Select and evaluate appropriateness of information from a variety of resources

 Correctly use citations for electronic information (e.g., APA, MLA)

 Use web activities for problem-solving

**Ethical/Safety**

**Basic Level:**

 Sign and understand Acceptable Use Policy (AUP)

 Computer/Internet safety skills  Ethical use of material

 Use of bibliographical citations for electronic resources

 Nine Elements of Digital Citizenship (the norms of appropriate responsible behavior with regard to technology use):

1. Digital Access: full electronic participation in society

2. Digital Commerce: electronic buying and selling of goods

3. Digital Communication: electronic exchange of information

4. Digital Literacy: process of teaching and learning about technology and the use of technology

5. Digital Etiquette: electronic standards of conduct or procedure

6. Digital Law: electronic responsibility for actions and deeds

7. Digital Rights and Responsibilities: those freedoms extended to everyone in a digital world

8. Digital Health and Wellness: physical and psychological well-being in a digital technology world

9. Digital Security (self-protection): electronic precautions to guarantee safety