

WORCESTER COUNTY PUBLIC SCHOOLS
TECHNOLOGY PROFICIENCY CHECKLIST - SELF ASSESSMENT
Grades 9 to 12 - Applying

| BASIC OPERATIONS & CONCEPTS | | ON THE SCANTRON SHEET PLACE THE LETTER THAT MOST APPROPRIATELY MATCHES YOUR SKILL LEVEL. DO THIS FOR EACH OF THE NUMBERED ITEMS. |
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| Ethical Use | 1. Worcester County Acceptable Use Policy is signed and on file (A=YES, B=NO) (Computer Use form) | |
| | 2. Adheres to copyright and fair use guidelines | |
| Keyboard and Mouse | 3. Uses keyboard effectively and efficiently | |
| Software Selection | 4. Chooses appropriate software to complete a task | |
| Documents and File Management | 5. Creates and organizes folders | |
| | 6. Saves and retrieves files to/from a variety of locations using relevant file names | |
| | 7. Identifies, creates and uses available file formats to organize and store information (for example JPG, GIF, DOC, PPT, XLS) | |
| | 8. Cuts, copies and pastes electronically | |
| | 9. Utilizes available toolbars | |
| | 10. Accesses Help menus | |
| | 11. Opens and works with several applications simultaneously | |
| Collaboration | 12. Works cooperatively and collaboratively with others when using technology | |
| PRODUCTIVITY TOOLS | | A= I CAN DO THIS BY MYSELF |
| General | 13. Uses appropriate productivity tool to create, revise and present a product | |
| Word Processing | 14. Formats fonts (for example font style, size, color, superscript, subscript, highlighting) | |
| | 15. Formats document (for example orientation, justification, margins, line spacing) | |
| | 16. Uses page numbering, headers and footers | |
| | 17. Produces a multi-page document which includes text and graphics | |
| | 18. Uses tools to electronically edit for spelling, grammar, mechanics and usage | |
| | 19. Utilizes column features | |
| | 20. Creates and modifies tables | |
| Spreadsheets | 21. Enters data into a spreadsheet to create graphs and charts | |
| | 22. Builds a simple spreadsheet using basic formulas and formatting | |
| Graphics | 23. Imports, manipulates and edits graphics | |
| | 24. Creates a graphic representation of ideas and concepts (for example Venn diagram, timeline, concept map) | |
| Multimedia Presentations | 25. Creates a multimedia presentation including text, graphics/photos, animations, transitions and recorded sounds) | |
| | 26. Produces an advanced multimedia presentation which includes action buttons and hyperlinks | |
| RESEARCH | | B= I CANNOT DO THIS |
| Access Electronic Information | 27. Understands and demonstrates Internet safety | |
| | 28. Locates and evaluates website validity as an appropriate resource for research | |
| | 29. Accesses library collections and databases online | |
| | 30. Cites electronic sources properly | |
| Apply Search Strategies | 31. Uses advanced search strategies to access information efficiently | |
| | 32. Creates and uses bookmarks/favorites | |