Core Computer Standards for New Students

Knowledge	Information Processing Skills	Research and Internet Skills

I. Appropriateness of application(s) to fit project/purpose (i.e., linear v. non-linear)
 	
II. Technology terminology/concepts
  a. Internet
  b. networking
  c. file systems
  d. basic equipment of hardware/software
 	
III. Ethics (copyright, plagiarism, citations)
 	
IV. School policy (purpose, consequences)
 	
V. Imaging - equipment
 	
VI. Selection of Sources
  a. credibility
  b. timelines
 	
VII. File/folder management
  a. organization
  b. naming
  c. creation/deletion
 	
VIII. Information (in any form) processing
  a. retrieval
  b. storage
  c. digitizing
  d. transforming
  e. scanning
  f. file format
	GENERAL
	I. Folder and File Management
	  a. organize files and folders
	  b. retrieve files and folders
	  c. store files and folders
	  d. name files and folders
	  e. create/delete files and folders
	
	II. Imaging
	  a. manipulate images
	  b. create images
	  c. digitize images
	  d. transform images
	  e. differentiate file format
	
	BASIC OPERATIONS
	I. Keyboarding
	  a. type 20 words per minute
	  b. 3 errors or less with use of backspace
	  c. exposure to home row technique
		GENERAL
		a. use a variety of search engines
		b. find credible sources and distinguish same
		c. properly cite sources
		d. use a variety of CD-ROMs
		e. contact webmaster for permission
		f. use key words in searches
		g. have familiarity with Boolean operators
		
		BASIC OPERATIONS
		a. download multimedia (e.g., pictures, sounds, movies)
		b. open and properly close a web-browsing application
		c. open a URL
		d. open a hyperlink or image link and return to original page

General Information

Word Processing Skills	Spreadsheet Skills	Presentation Skills
GENERAL a. open word processing software (Microsoft Word) b. locate and open an existing document, make modifications, and save the document c. create a new document, name the document and save it to a floppy disk, hard drive, and/or network d. use help functions e. properly close the application *BASIC OPERATIONS* a. insert words and sentences into a document b. delete text c. use the Undo command d. insert page breaks into a document e. change margins f. use spell check g. use thesaurus h. use cut, copy and paste features i. use print preview j. print a document *FORMATTING* a. use Bold, Italic and Underline b. change font types and sizes c. change line spacing d. change horizontal alignment of text	*GENERAL* a. open spreadsheet software (Microsoft Excel) b. locate and open an existing document, make modifications, and save the document c. create a new document, name the document and save it to a disk, hard drive, and/or network d. use the help functions e. properly close the application f. identify different types of cursors and their functions *BASIC OPERATIONS* a. insert text into a cell b. change cell style and color c. insert simple formulas into a cell ("=1 + 5" or "B1 + B5") d. cut, copy and paste between cells e. use the Undo command f. use simple cell formatting (currency formatting, date formatting) g. delete cell contents h. insert and delete rows and columns i. modify column width and row height j. understand simple cell referencing k. use spell check in a spreadsheet l. use print preview m. print a document *FORMATTING* a. use Bold, Italic and Underline b. change font types and sizes c. change line spacing d. change alignment of text e. make a table f. make a graph	*GENERAL* a. open spreadsheet software (PowerPoint/HyperStudio) b. locate and open an existing document, make modifications, and save the document c. create a new document, name the document and save it to a disk, hard drive, and/or network d. use the help functions e. properly close the application f. use the Undo command g. use spell check h. use effective layout and design techniques i. use as a visual display *BASIC OPERATIONS* a. add text and text boxes to slides b. incorporate animation into a slide c. use sounds with animations d. import multimedia file from another source (e. g., CD ROM, Internet, network, etc.) *FORMATTING* a. add background color/scheme b. modify or replace theme c. change font types, sizes, and colors d. use Bold, Italic and Underline e. change line spacing f. change alignment of text g. use transitions and builds

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