

Worcester County Teacher Technology Proficiency Certificate Program

Name _____ School _____

BASIC OPERATIONS AND WINDOWS

- ___ Toggle between display devices
- ___ Set up computer and peripherals
- ___ Cut/Copy/Paste (right click, toolbar, edit menu, keyboard shortcuts)
- ___ Use USB drive to store and retrieve files; remove safely
- ___ Create and organize folders; name appropriately

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- ___ Burn a CD
- ___ Perform basic troubleshooting skills
- ___ Print to various locations
- ___ Print selected material
- ___ Download subscription media
- ___ find and select toolbars
- ___ Search for files

INTERNET AND RESEARCH SKILLS

- ___ Use advanced search strategies to access information on the Internet
- ___ Create, organize and use bookmarks/favorites to access websites

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- ___ Cite electronic resources
- ___ Evaluate a website's validity and appropriateness for student use

WORD PROCESSING SKILLS

- ___ Format a page
- ___ Format text
- ___ Edit text
- ___ Insert and modify a table
- ___ Insert and modify columns

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- ___ Insert and modify a graphic
- ___ Save a document in various locations and in various file types
- ___ Locate and retrieve a document
- ___ Print a document

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MULTIMEDIA PRESENTATION SKILLS

- ___ Select a slide layout
- ___ Select a background or slide design
- ___ Insert and manipulate text
- ___ Insert and modify graphics
- ___ Insert multimedia (sound/music and video)

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- ___ Add appropriate animations and transitions to slides
- ___ Save and retrieve presentations
- ___ Print presentations in various formats
- ___ Display/show presentation

SPREADSHEET SKILLS

- ___ Enter data into a spreadsheet
- ___ Create headings
- ___ Create a formula
- ___ Adjust column width and height
- ___ Format cells

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- ___ Correct ##### error
- ___ Create and modify a graph in a spreadsheet
- ___ Customize printing of a spreadsheet
- ___ Sort and filter data in a spreadsheet

TELECOMMUNICATION SKILLS

- ___ Send an e-mail with an attachment
- ___ Print an e-mail

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- ___ Sort/search e-mails
- ___ Create distribution list