

TECHNOBIOGRAPHY SUMMARY OF SKILLS

Examine the completed projects. Indicate the skills in which students have mastered by placing a check mark beside the learning objective.

Content Knowledge

cite the source of information	<input type="checkbox"/>
communicate ideas by writing about a topic	<input type="checkbox"/>
critically examine the content, design, and layout of a web page	<input type="checkbox"/>
define biography	<input type="checkbox"/>
define plagiarism	<input type="checkbox"/>
define publication template, color scheme, font scheme, navigation bar, and background	<input type="checkbox"/>
edit a publication	<input type="checkbox"/>
label the parts of the Microsoft Publisher window including the menu bar, standard toolbar, formatting toolbar, ruler, objects toolbar, task pane, page icon, and scroll bars.	<input type="checkbox"/>
write about the significant events in a person's life	<input type="checkbox"/>
organize facts under research headings	<input type="checkbox"/>
organize significant events in a person's life in chronological order	<input type="checkbox"/>

Operating Environment Skills

detach a menu from a toolbar	<input type="checkbox"/>
increase or decrease the magnification of a publication	<input type="checkbox"/>
minimize and restore a program window	<input type="checkbox"/>
open and close a program	<input type="checkbox"/>
save and print a file	<input type="checkbox"/>
toggle between two active programs	<input type="checkbox"/>
use scroll bars to move in a document or program window	<input type="checkbox"/>

Word Processing

add text to a document and format the appearance	<input type="checkbox"/>
paste text using the Paste Special-Unformatted Text option	<input type="checkbox"/>

Telecommunications

access a URL from a bookmark and follow a hyperlink	<input type="checkbox"/>
activate the file manager	<input type="checkbox"/>
create a sub directory	<input type="checkbox"/>
log in to a free web-hosting service	<input type="checkbox"/>
move between pages in a web browser	<input type="checkbox"/>
register for a free web-hosting service	<input type="checkbox"/>
save pictures from a web page to a student folder	<input type="checkbox"/>
select and copy text from a web page	<input type="checkbox"/>
successfully locate and retrieve relevant information	<input type="checkbox"/>
upload files to file manager	<input type="checkbox"/>
view website online	<input type="checkbox"/>

Desktop Publishing Skills

add a caption to a picture that describes the image	
add text and format the appearance	
add text to an AutoShape and format the appearance	
align AutoShapes to one another to create an appealing layout	
align text vertically and horizontally within an autoshape	
apply a background that enhances the overall look of the webpage	
choose a font scheme that is easy to read	
correct design flaws using the Design Checker	
correct spelling using the spelling tool	
create a table that organizes a list of information	
customize the color scheme to select a look that suits the topic	
distribute AutoShapes to evenly space the objects	
edit the content and layout of a logo	
group multiple objects	
insert a picture that illustrates the information	
insert additional pages and duplication the objects on the initial page	
link text boxes to have information automatically flow from one object to another	
outline the picture with a borderline and then customize the style, width, and color	
preview a web page in a browser window to notice problems with layout	
resize and position a table to produce an appealing layout	
resize and reposition objects to create an appealing layout	
select a navigation bar and edit the content	
select a publication template that reflects the personality of the person	
select and delete a placeholder	
type information into a table cell	
use Connectors to join AutoShapes to form a timeline	
view pages within the publication by using the page icons and navigation buttons	

Graphics Skills

draw AutoShapes and format their appearance	
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Applied Technology Skills

create a biography page that explains the key events in a person's life	
create a home page that explains the purpose of the website	
create a sources page that lists references for the research	
create a timeline page that lists chronologically important events in the person's life	
customize the appearance for the website by selecting the publication template, font scheme, color scheme, background, navigation bar, and text placeholders.	
post a website to the World Wide Web	
record facts under appropriate research headings using Microsoft Word	
research a topic using the Internet	
study a sample web-ography	
use the tools in Microsoft Publisher to edit the content and layout of a website	