

Appendix A: Assessment Tools

TechnoNewsletter Skill Summary

Content Knowledge	<input checked="" type="checkbox"/>
design a publication for a target audience	
organize newsletter ideas using a planning sheet	
make a newsletter front cover that informs the reader about the content	
share insights about a topic in an article that organizes information using a numbered list	
create a word search of topic related terminology using a table to position content	
state an opinion using quotes to support argument	
use footnotes to reference the source of information	
apply the vocabulary and language structures appropriate for grade level	
edit and revise pieces of writing	
use an electronic dictionary to confirm spelling	
Word Processing Skills using Word	<input checked="" type="checkbox"/>
<i>Manage Documents</i>	
create a new document	
rename a file	
use scroll bars to navigate a document	
adjust the magnification of a document	
use show/hide to display formatting characters and symbols	
<i>Format Text and Paragraphs</i>	
insert, select, and delete characters	
set font attributes such as typeface, size, case, style, effects, text highlight, or color	
align text to the left, center, or right	
clear formatting to return text to the Normal style	
arrange text using bullets or a numbered list	
customize the bullet style	
change the indent level	
adjust line and paragraph spacing	
wrap text around an object	
format text using the mini toolbar	
add paragraph shading (optional)	
insert a borderline to divide text (optional)	
<i>About Objects</i>	
search for images using keywords	
insert a picture from file and an online picture into a document	
scale, move, rotate, or flip objects	
adjust sharpness, brightness, contrast, saturation, tone, and color of a picture	
apply artistic effects	
swap a picture but keep the formatting	
reset a picture to remove all formatting	

apply a picture style and customize the border, effects, and layout	
arrange a picture on the page by setting the position or alignment	
crop a picture to trim the frame or form into a shape	
insert a hyperlink	
<i>About Tables</i>	
insert and format a table	
insert or delete rows and/or columns	
adjust column size	
select a table or cells using multiple methods	
apply a table style and customize the options	
set border style, weight, and color	
align the content in a table cell	
fill a cell with shading	
set the row height or column width (optional)	
<i>About Page Layout</i>	
insert page breaks	
insert a header and footer	
set header and footer options	
insert page numbers	
size graphics and/or text to create a balanced layout and solve design problems	
<i>About Editing</i>	
undo or redo an action	
copy and paste a selection	
find and replace text	
correct spelling errors	
<i>About Research and References</i>	
insert and view footnotes	
<i>About Sharing and Collaboration</i>	
send an email message to share the file (optional)	
restrict editing of a file (optional)	
collaborate with a partner to have them provide comments (optional)	
write, read, and delete comments (optional)	
practice responsible digital citizenship when collaborating with others (optional)	
<i>Configure Output Options</i>	
print a document	
export a file as a PDF	
<i>Graphic Skills using Web-Based Service (optional)</i>	<input checked="" type="checkbox"/>
create a collage	