

Appendix A: Assessment Tools

Skill Summary

Content Knowledge:

use descriptive language to promote an amusement park	<input type="checkbox"/>
use conventions of written language to communicate	<input type="checkbox"/>
use an organizer to develop a plan for the publication	<input type="checkbox"/>
evaluate completed work using a checklist	<input type="checkbox"/>
analyze data to make informed decisions	<input type="checkbox"/>

Operating Environment:

open and close a program	<input type="checkbox"/>
save a file	<input type="checkbox"/>
open a saved file	<input type="checkbox"/>
print a file and set the print properties	<input type="checkbox"/>
toggle between two open programs	<input type="checkbox"/>

Applied Technology:

design a poster to advertise an amusement park	<input type="checkbox"/>
conduct Internet research to locate animal facts and pictures	<input type="checkbox"/>
create placards for an animal exhibit at the amusement park	<input type="checkbox"/>
analyze survey results using a spreadsheet	<input type="checkbox"/>
report survey results (optional)	<input type="checkbox"/>
produce a video advertisement to promote an attraction in an amusement park	<input type="checkbox"/>
make an invitation to advertise an exclusive event at an amusement park	<input type="checkbox"/>
use a database to learn about attractions in an amusement park	<input type="checkbox"/>

Word Processing Skills:

add text to a publication	<input type="checkbox"/>
select text using multiple methods	<input type="checkbox"/>
format the font, font size, font style, effect, and color of text	<input type="checkbox"/>
format the alignment of text	<input type="checkbox"/>
create a bulleted and numbered list	<input type="checkbox"/>
adjust the indent level to change the space between the margin and text	<input type="checkbox"/>
insert a picture from a file, a picture found online, and a shape	<input type="checkbox"/>
scale, rotate, position, and bend objects	<input type="checkbox"/>
adjust the text wrapping of an object	<input type="checkbox"/>
apply a picture style to an object	<input type="checkbox"/>
add text to a shape	<input type="checkbox"/>
adjust magnification using the Zoom Slider	<input type="checkbox"/>
correct identified spelling and grammar errors	<input type="checkbox"/>
change the page orientation to portrait or landscape	<input type="checkbox"/>
apply a page border	<input type="checkbox"/>
adjust the page margins	<input type="checkbox"/>
insert WordArt and format the style including the fill, outline, and effects	<input type="checkbox"/>
position the cursor at the end of a document using a keyboard shortcut	<input type="checkbox"/>
insert a page break	<input type="checkbox"/>
copy and paste a selection	<input type="checkbox"/>

Have your students become proficient Microsoft Office users. Teach essential skills!

Desktop Publishing Skills:	<input checked="" type="checkbox"/>
design a publication for a target audience	
select a publication type suitable for the purpose	
format text so that it is easy to read and attracts audience attention	
illustrate a publication using appropriate pictures	
format pictures attractively to draw the attention of the audience	
list information using bullets and numbers to improve readability	
apply a border to frame the information	
arrange elements to create an appealing and balanced layout	
create horizontal and vertical white space to avoid clutter	
enhance the message using design elements such as WordArt	
divide information into logical sections using a page break	
use consistency in design elements to produce a professional publication	

Internet Skills:	<input checked="" type="checkbox"/>
define Internet terminology	
use web browser tools to view another web page	
type a URL into the address bar	
apply different search strategies to refine a search for information on the Internet	
compare the results of different search engines	
research to locate websites related to a topic	
save a picture from the Internet into a student folder	

Spreadsheet Skills:	<input checked="" type="checkbox"/>
define spreadsheet terminology	
organize data into a worksheet	
move to a cell using multiple methods (click inside cell, ENTER key, Tab key)	
increase or decrease column width	
select a range of cells using multiple methods (click and drag, SHIFT key)	
format cell borderlines, fill, and alignment	
sum the total of values in a cell using AutoSum	
insert a column graph and select a chart layout suitable for the data	
label the chart including title, vertical axis, and horizontal axis	
delete the chart legend	
apply a chart style	
scale and move a chart to position it on the worksheet	
print a worksheet and set the print properties	
copy a graph as a picture (optional)	

Multimedia Skills:	<input checked="" type="checkbox"/>
add text to a placeholder on a slide and format the font, size, and style	
apply a slide design	
insert a new slide and choose a slide layout	
insert and format a picture, shape, and WordArt on a slide	
add an entrance, emphasis, or motion path effect to a slide object	
change the effects of the animation	
preview a slide	
play a slide show	
add a transition effect between slides	
set the slides to advance automatically and adjust the timing	
print the presentation as a one-page handout	
export the slide show as a video	