

EDHD Assessment of Technology Competencies

EDTL 230 50-minute Timed Assessment

This assessment is performance-based in that you will use technology to create three products that demonstrate your technology competency. These three products are:

- **Word Document** that utilizes: a 2-column format; a picture (located during a web search); text formatted with two fonts, two sizes, and two styles; spell-check; paint/draw tools; an imported chart; and a table.
- **Excel Spreadsheet** that applies several formulas, number formats, and creation of charts.
- **PowerPoint Presentation** of two slides that applies layout template, Clip Art image, paint/draw tools, transition, and animation.

This assessment is open book. You may use any books, handouts, notes, or other material you choose. You may NOT consult with or look at others' work as you complete the exam. You may not use previously created documents—all products must be created in class during your assessment timeslot. For each product/file created, it is essential that you save the files exactly as specified. There is no need to print the files, but you will upload them in a "zipped" file folder to the specified assignment area in your EDTL 230 course shell.

To begin the assessment, you should open/launch the following applications:

- An Internet browser of your choice (*Safari* or *Explorer*).
- *Microsoft Word*.
- *PowerPoint*.
- *Excel*.

Product #1: Word Document

DIRECTIONS: Read each step first. Then complete each task in order. The disk icon is a reminder to save your work at that point. Create a folder on the desktop and name the folder "Username ATC Files" where *username* is your bgnet username.

1. Open Word, save the new file to the folder on the desktop. Name the file using your bgnet username, and file type. For instance:

sbanistword.doc

where *sbanist* = bgnet username, *word* = file type.

**Save
Often**

2. At the top of the page, include a large title across both columns using **WordArt** that reads, "Animal Facts."
 3. Using the drawing tools, draw a **horizontal line** across both columns separating the title from the text of the document. Change the thickness of the line to 3 points and the color of the line to blue.
 4. Format the remainder of the page as a **2-column** document.
 5. In the left hand column, write one or two paragraphs describing your favorite animal. Be sure to include characteristics of its look, habitat, and food. "**Justify**" the text of your article and be sure to spell-check!
- Save
Often**
6. Create a **title** for your article; include **your name** beneath the title. Place the title and your name above your article text in the left-hand column.
 7. **Format** the article text and title so that you use 2 font types, 2 font sizes, and 2 font styles.
 8. Go to your Internet browser, search for a picture that depicts your favorite animal. Insert this picture **below** your article, in the left hand column. You may need to resize the picture. In the left hand column of your Word document below the picture, include the URL where you retrieved the picture. Make sure that the URL is formatted as a hyperlink.
 9. In the right hand column, insert a table with 2 columns and 6 rows.
 10. Merge the cells in the top row of the table and then type the heading "Lunch Menu."

11. In the remainder of the table insert the text identified below:

Lunch Menu	
Monday	Hamburgers
Tuesday	Pizza
Wednesday	Turkey Clubs
Thursday	Salad Bar
Friday	Spaghetti

12. Beneath the table, space down a few lines and insert the title "Semester Grades".

10. Save this document now.



11. Keep this document open, as you will be copying and pasting an Excel spreadsheet after you complete the next product using Excel.

Product #2: Excel Spreadsheet

DIRECTIONS: Read each step first. Then complete each task in order.

Remember to save often!

1. Open Excel, save the new file to the folder on the desktop. Name the file using your bgnet username and file type. For instance:



sbanistexcel.xls

where *sbanist* = *bgnet username*, *excel* = *file type*.

2. Begin by inputting the following data to construct a basic gradebook spreadsheet.

	HW1	HW2	Test 1	Test 2	Paper	Exam	Total
Jane Doe	81	78	74	78	88	87	***
Mary Lou Johnson	95	83	91	85	92	90	***
John Smith	89	80	77	75	72	78	***
Class Average	###	###	###	###	###	###	###

3. Use a **bold font style** for column headers. (ex. **Name**, **HW1**, **HW2**)

4. Adjust the width of the first column so that each name fits on one line in column A

5. You will need to create formulas for any cells that have **###**, *******.

**Save
Often**

- For **Class Average**, create a formula to calculate the student average in the bottom-row of cells. (**###**)
- For **Total**, create a formula to calculate the sum in the right-hand column of cells. (*******)

6. Format class average cells (**###**) to **two decimal places**.

7. Create a graphic as outlined below. The graphic chart should depict **only Jane Doe's** grades, and **exclude** her total points.

**Save
Often**

- Choose a columnar (vertical bar) chart format.
- Title the chart, **Jane Doe's Semester Grades**.
- The categories on the x-axis indicate the assignment names. (HW 1, HW 2, Test 1, Test 2, Paper, Exam)

8. Save the spreadsheet and chart now.

9. Copy & paste the graphic chart into the right hand column of your Word document. You may need to resize your chart **BEFORE** copying and pasting into the Word document. Save word document again.

Product 3: PowerPoint Presentation

DIRECTIONS: Read each step first. Then complete each task in order. Remember to save often!

- Open PowerPoint, save the new file to the folder on the desktop. Name the file using your bgnet username, and file type. For instance:

sbanistpres.ppt

where *sbanist* = bgnet username, *pres* = file type.

- Create a title slide. Select a slide design (other than blank) from the format menu. Type the following text on the first slide. Center the text.

**Save
Often**

Tutoring in Technology for BGSU Students

Student Tech

(Your First Name and Last Name)

(Today's Date)

- Format the text "Student Tech" as a hyperlink to the Student Tech website at <http://www.bgsu.edu/offices/cio/studenttech/>.
- On the title slide, insert an image of your choice from Clip Art (hint: > Insert pull-down menu).


5. In the lower left hand corner of slide one, insert a textbox that reads "Moving to a new location!"
6. Insert a second slide. Use the slide layout for title and bulleted text. Type the text below into the second slide.



Tutoring offered to students in:

- PowerPoint
- Digital Video
- Photoshop
- Web Page Design
- Much more!

Walk-in or by appointment!

7. Insert the "heart" **autoshape**  from the drawing tools into the content box. Change the default color of the heart using your choice of fill color.
8. Create a "Dissolve In"(PC) or "Dissolve"(Mac) animation effect for the individual bullet points.
9. Create a slide show transition of your choice. Apply the transition to all slides.
10. Save your presentation.

Submitting your Work

1. Check to see that all 3 of your files are in the folder named "*Username ATC Files*."
2. Compress this folder by using the "zip" or "archive" feature of your computer operating system.
3. Log in to you're my.bgsu account, navigate to your EDTL 230 course shell.
4. Go to the Assignment "ATC", click on "View/Complete Assignment" and upload your zipped folder.

NOTE: The instructions above are for the actual assessment protocol. Practice creating a zipped file and using you're my.bgsu course shell for EDTL 230, but DO NOT actually upload your practice test.