

EDHD Assessment of Technology Competencies
EDTL 2300 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 WordArt header; a picture (located during a web search); text formatted with two fonts, two sizes, and two styles; justified text; spell-check; text hyperlinked to Web Site; text box using vertical text; an imported chart; and a table.
- **Excel Spreadsheet** that applies several formulas, number formats, borders and shading formatting, and creation of charts.
- **PowerPoint Presentation** of three slides that applies layout template, Clip Art image, paint/draw tools (autoshape), links to other slides and documents, transition, and animation.
- **Data Merge** to create address labels using Mail Merge in Microsoft Word.

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 2300 course shell.

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

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

Product #1: Word Document

DIRECTIONS: Read each step first. Then complete each task in order. The “Save Often” 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.docx

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



All documents should be saved as MS Office 2008 files with the “x” at the end of the extension.

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!
6. Create a **title** for your paragraph(s); include **your name** beneath the title. Place the title and your name above your paragraph(s) text in the left-hand column.
7. **Format** the paragraph 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. Below the picture, type the words “Link to Picture” and make these words (Link to Picture) a hyperlink to the URL where you retrieved the picture.
9. Create a textbox on the far left of your document and type in “Issue 1 Newsletter”. Change the text direction of the textbook so that the text is rotated like the example.
10. In the right hand column of the document, insert a table with 2 columns and 6 rows.
11. Merge the cells in the top row of the table and then type the heading “Lunch Menu.”
12. 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



13. Beneath the table, space down a few lines and insert the title “Semester Grades”.

14. Save this document now.

**Save
Often**

15. 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:

**Save
Often**

sbanistexcel.xlsx

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

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

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

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

4. Format the column header cells with a light yellow background fill color and place border lines for the top and bottom of the cells. Choose “Center” alignment for the cells containing the numeric data.

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

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

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

b. For **Total**, create a formula to calculate the sum in the right-hand column of cells. (***)

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

8. Create a graphic as outlined below. The graphic chart should depict **only John Smith’s** grades, and **exclude** his total points.

a. Choose a columnar (vertical bar) chart format.

b. Title the chart, **John Smith’s Semester Grades**.

c. The categories on the x-axis indicate the assignment names. (HW 1, HW 2, Test 1, Test 2, Paper, Exam)

**Save
Often**

9. Save the spreadsheet and chart now.

- 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.pptx
 where *sbanist* = *bgnet username*, *pres* = *file name*.
- 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.



Shrimp
(Your First Name and Last Name)
(Today's Date)

- Format “Shrimp” as a hyperlink to go to shrimp recipes on the Internet.
- In the lower left hand corner of the Title Slide, create a **new** textbox that reads “It’s Time To Eat!”
- Insert a second slide. Use the slide layout for Title and Bulleted Text.
- Create a Slide Master containing the “sun” **autoshape**  from the Drawing Tools. Change the default color of the sun to red.
- Hyperlink the “sun” autoshape to the title slide. Go back to normal mode.
- Type the text below into the second slide.



Reasons to Eat Shrimp:

- Shrimp is tasty
 - Easy to prepare
 - A healthy meal choice
- Create a hyperlink from the title “Reasons to Eat Shrimp” to the Word document you created earlier.
 - Select the “Wipe”(PC) or “Wipe” (Mac) animation effect for the individual bullet points.
 - Insert a third slide. Place a picture of your choice from Clip Art (hint:> use the Insert pull-down menu) on the slide. Make the picture an active link to <http://www.bgsu.edu> Below the picture type “Click on the image to go to BGSU’s home page.”
 - Select a Slide Show transition of your choice. Apply the transition to all slides.
 - Save your presentation.

Product #4: Data Merge

1. Create a new Word document. Use the Mail Merge feature to create a sheet of labels. Select the Avery 5160—Address Label. Use your created excel spreadsheet file titled ***usernameexcel.xlsx*** as your data source. Below is an example of the labels.
2. Name the file using your bgnet username, file type. For instance:

sbanistlabel.docx

 where *sbanist* = *bgnet username*, label = file name.
3. Save your sheet of labels.

Jane Doe Exam Score ____	Mary Lou Johnson Exam Score ____	John Smith Exam Score ____
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Submitting your Work

1. Check to see that all 4 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 2300 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 2300, but DO NOT actually upload your practice test.