

EDHD Assessment of Technology Competencies Scoring Checklists

Student Name _____

Section # _____

Part 1: Word Processing

| | | |
|---|---|---|
| Header in Word Art | 1 | 0 |
| Two columns in document | 1 | 0 |
| Horizontal blue line | 1 | 0 |
| Horizontal line is 3 point thickness | 1 | 0 |
| LH column | | |
| • Title of article and name placed before text | 1 | 0 |
| • Two font types used | 1 | 0 |
| • Justified text | 1 | 0 |
| • Two font styles used | 1 | 0 |
| • Two font sizes used | 1 | 0 |
| • Spell check used (no spelling errors) | 1 | 0 |
| • Picture inserted | 1 | 0 |
| • "Link to Picture" text hyperlinked to Web site address of graphic | 1 | 0 |
| Text box inserted on far left using vertical text | 1 | 0 |
| RH column | | |
| • Chart from Excel | 1 | 0 |
| • Table Inserted | 1 | 0 |
| • Top cells in table merged | 1 | 0 |
| • Identified information placed in table | 1 | 0 |
| • Table formatted as described | 1 | 0 |
| File named & saved correctly | 1 | 0 |
| File transmitted successfully (in zipped folder) | 1 | 0 |
| Total Points for Word-Processing (20 possible) | | |

Animal Facts

Newsletter

Dogs Are Great!!!
By Savilla Banister

Of all the animals in the world, my favorite is a dog. A dog can be a best friend. My favorite breed is a Labrador retriever. Labrador retrievers are very intelligent dogs and usually have a very friendly and kind personality. They are often used as assistive dogs for people with disabilities. They are also used in hospitals and nursing homes to bring a smile on the face of people.

It is important to take good care of a dog. Dogs should be properly groomed, and taken for walks on a regular basis. A dog will be your best friend for life!



[Link to Picture](#)

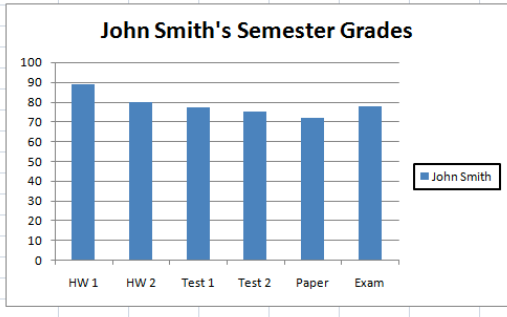
| | |
|-----------|--------------|
| Monday | Hamburgers |
| Tuesday | Pizza |
| Wednesday | Turkey Clubs |
| Thursday | Salad Bar |
| Friday | Spaghetti |

| | | | | | | |
|-------|-------|--------|--------|-------|-------|--------|
| HW 1 | HW 2 | Test 1 | Test 2 | Paper | Exam | Total |
| 81 | 78 | 74 | 78 | 88 | 87 | 486 |
| 95 | 83 | 91 | 85 | 92 | 90 | 536 |
| 89 | 80 | 77 | 75 | 72 | 78 | 471 |
| 88.33 | 80.33 | 80.67 | 79.33 | 84.00 | 85.00 | 497.67 |

Part 2: Spreadsheet

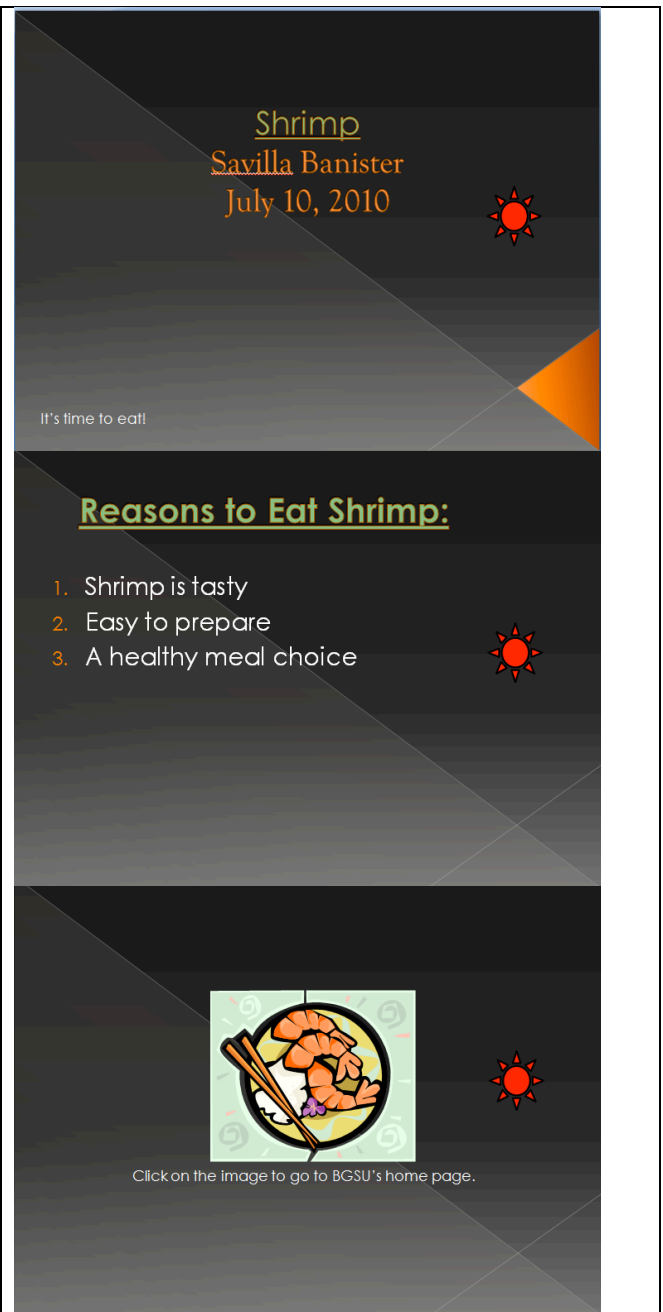
| | | |
|---|---|---|
| Numerical data in columns displayed according to instructions | 1 | 0 |
| Bold font is used for column headers | 1 | 0 |
| Column header cells are formatted per instructions | 1 | 0 |
| "Center" alignment is used for cells containing numeric data | 1 | 0 |
| First column size is adjusted | 1 | 0 |
| Formulas entered correctly | | |
| • Class average (###) | 1 | 0 |
| • Total (***) | 1 | 0 |
| Numbers formatted per instructions (2 decimal places) | 1 | 0 |
| Columnar chart shown | | |
| • Columnar chart created per instructions | 1 | 0 |
| • Appropriate data shown in chart | 1 | 0 |
| • Title for chart included | 1 | 0 |
| • Categories labeled properly on x-axis | 1 | 0 |
| Spreadsheet saved correctly | 1 | 0 |
| Spreadsheet transmitted successfully (in zipped folder) | 1 | 0 |
| Total Points for Spreadsheet (14 possible) | | |

| | HW 1 | HW 2 | Test 1 | Test 2 | Paper | Exam | Total |
|------------------|-------|-------|--------|--------|-------|-------|--------|
| Jane Doe | 81 | 78 | 74 | 78 | 88 | 87 | 486 |
| Mary Lou Johnson | 95 | 83 | 91 | 85 | 92 | 90 | 536 |
| John Smith | 89 | 80 | 77 | 75 | 72 | 78 | 471 |
| Class Average | 88.33 | 80.33 | 80.67 | 79.33 | 84.00 | 85.00 | 497.67 |



Part 3: Presentation Software

| | | |
|--|---|---|
| Project consists of 3 slides | 1 | 0 |
| Title Slide | | |
| • Used slide design | 1 | 0 |
| • Text centered | 1 | 0 |
| • “Shrimp” text hyperlinked to appropriate Web Site | 1 | 0 |
| • Text box in left corner that reads “It’s Time To Eat” | 1 | 0 |
| Slide 2 | | |
| • Uses the slide layout for Title and <u>Bulle</u> ted Text | 1 | 0 |
| • Contains a Slide Master with “sun” autoshape | 1 | 0 |
| • Default color of autoshape has been changed | 1 | 0 |
| • “Sun” autoshape linked back to title slide | 1 | 0 |
| • Title, “Reasons to Eat Shrimp” is linked to Word document created earlier | 1 | 0 |
| • Bullet points use “Wipe” (PC) or “Wipe” (Mac) animation | 1 | 0 |
| Slide 3 | | |
| • Clip Art inserted | 1 | 0 |
| • Picture is an active link to http://www.bgsu.edu | 1 | 0 |
| Slide show features | | |
| • Transition added to all slides | 1 | 0 |
| Presentation saved per instructions | | |
| Presentation transmitted successfully (in zipped folder) | | |
| Total Points for Presentation (14 possible) | | |



Part 4: Data Merge

| | | |
|---|---|---|
| Mail Merge feature used to create a sheet of labels; using the created excel sheet as the data source | 1 | 0 |
| • Avery 5160 Address Label selected | 1 | 0 |
| File named & saved correctly | | |
| File transmitted successfully (in zipped folder) | | |
| Total Points for Data Merge (2 possible) | | |

