

Computer Competency Assessment:

[Benchmark Objectives]

Operating System [Windows]:

1. Identify the objects on the Windows desktop
2. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right drag
3. Open, minimize, maximize, restore, scroll, and close a window
4. Move and resize a window on the desktop
5. Launch and quit an application program
6. Identify the elements of the Exploring window
7. Create, expand and collapse a folder
8. Select and copy one file and a group of files
9. Rename and delete a folder or file

Word Processing [Word]:

1. Zoom page width
2. Change the default font size of all text
3. Enter Text into a document
4. Scroll through a document
5. Check spelling as you type
6. Save a document
7. Select text
8. Change the font size of selected text
9. Change the font of selected text
10. Right align and center a paragraph
11. Undo commands or actions
12. Italicize, Underline & Bold selected text
13. Insert Clip art into a document
14. Resize a graphic
15. Print a document
16. Open a document
17. Correct errors in a document
18. Change the margin settings in a document
19. Adjust line spacing in a document

20. Use a header to number pages of a document
21. Enter text using Click and Type
22. Indent paragraph
23. Add a footnote to a research paper
24. Modify a style
25. Insert a manual page break
26. Create a hyperlink
27. Go to a specific location in a document
28. Move text
29. Find and replace text
30. Use the Paste Options button
31. Find a synonym for a word
32. Check spelling and grammar at once

Worksheet [Excel]:

1. Select a cell or range of cells
2. Enter text and numbers
3. Use the AutoSum button to sum a range of cells
4. Copy a cell to a range of cells using the fill handle
5. Bold font, change font size, and change font color
6. Center cell contents across a series of columns
7. Apply the AutoFormat command to format a range
8. Use the Name box to select a cell
9. Create a Column chart using the Chart Wizard
10. Save a workbook
11. Print a worksheet
12. Enter multiple lines of text in the same cell
13. Enter formulas using the keyboard and Point Mode
14. Identify the arithmetic operators +, -, *, /, % and ^
15. Apply the average, max and min functions
16. Determine a percentage
17. Change color of font and background of a cell
18. Add borders to a range
19. Format numbers using the format cells dialog box
20. Add conditional formatting to a range of cells
21. Check the spelling of a worksheet
22. Preview how a printed copy of a worksheet will look
23. Display and print the formulas version of a worksheet

Database [Access]:

1. Create a database
2. Create a table and define the fields in a table
3. Add records to a table
4. Open a database
5. Print contents of a table
6. Use a form to view data
7. Create a custom report
8. Create a query
9. Run a query
10. Clear a query
11. Use a query to display selected fields
12. Use text data and wildcards in criteria in a query
13. Use numeric data and comparison operator in criteria
14. Use compound criteria
15. Sort the answer to a query
16. Join tables in a query and restrict the records in a join
17. Use calculated fields in a query
18. Calculate statistics in a query
19. Save a query and use a saved query

Presentation [PowerPoint]:

1. Select a design template
2. Create a title slide
3. Change the font size and font style
4. Save a presentation
5. Add a new slide
6. Create a text slide with single and multi level bulleted lists
7. Open a slide show with a black slide
8. Move to another slide in normal view
9. View a presentation in slide show view
10. Open a presentation
11. Check spelling and consistency, correct errors and edit a presentation
12. Create a presentation from an outline
13. Create a presentation using the Outline tab
14. Change the slide layout
15. Insert clip art

16. Use the Automatic Layout Options button
17. Move and resize clip art
18. Add a header and footer to outline pages
19. Add an animation scheme to a slide show
20. Print a presentation outline

Indirect Objectives:

Email:

1. Compose a message
2. Read a message
3. Reply to a message
4. Save and Download an Attachment

Internet:

1. Use specific Universal Resource Locator [URL]
2. Use hyperlinks within a Web Site
3. Download Documents