8th Grade Technology Proficiency Assessment for Scottsbluff

Name: **Date:**

	Yes	No
Keyboarding:		
• GWAM 25 at 90% accuracy with proper technique		
File Management/Computer Fundamentals:		
• Proper use of computer components, including peripherals		
• Create folders		
• Utilize Save and Save As		
• Use Help menus		
Internet and Ethics:		
• Adhere to safety and security policies		
• Abide by copyright laws		
• Analyze validity of sites		
• Perform basic browser functions		
• Search Engine Techniques		
• Communicate and Collaborate		
Word Processing Techniques:		
• Selecting text		
• Cut/Copy/Paste		
• Inserting page break		
• Formatting text		
• Formatting paragraphs		
• Spell check		
• Thesaurus		
• Page Setup		
• Header/Footer		
• Create and format tables		
• Inserting and formatting graphics		

	Yes	No
Spreadsheet Techniques:		
• Entering data		
• Editing data		
• Sorting data		
• Inserting rows & columns		
• Deleting rows & columns		
• Formatting cells		
• Simple formulas		
• Simple functions		
• Simple charts		
Presentation Techniques		
• Inserting/Deleting slides		
• Change order of slides		
• Utilize slide layouts		
• Inserting graphics or clipart		
• Formatting slides		
• Formatting text		
• Inserting transitions		
• Viewing slide show		
• Print slides in a variety of formats		
Publishing/Layout Techniques:		
• Layering objects		
• Grouping objects		
• Use Drawing Toolbar		

☐ **Shows 8th grade technology proficiency**

☐ **Recommend High School Computer Concepts I**

☐ **Require High School Computer Concepts I**

☐ **Require Basic Keyboarding**

TOTAL SCORE _____ /42