

Middle School Technology Competency Expectations

	Can Do	Not Sure
6th		
Connect to Student Server		
Use of Dock – add application, hide, resize		
Change Desktop Images		
Save to a designated folder Folder		
Save to Public and Drop box Folders		
Save to Teacher’s Drop box		
Set Page Margins		
Insert Header/Footer		
Use WordArt		
Use Drawing Tools in WORD		
How to use Print Preview and Page Setup		
Delete extra pages in document		
How to attach documents and send in e-mail		
Search on the Internet		
Copy/Save Pictures from Internet		
Cite Internet sources		
Use Thesaurus		
Use Spell Check		
View different toolbars		
Edit document with highlighting features in WORD		
Intro to PowerPoint		
Learn how to type to Alpha Smart and edit on a PC		
7th		
Create a PowerPoint Slide Show		
Insert transitions in PowerPoint		
Insert animations in PowerPoint		
Change Backgrounds in PowerPoint		
Insert sound clips - Play CDs with PP		
Use slide sorter to change order		
Review elements of Word Drawing tools		
Create rows/columns in Excel		
Insert rows or columns in Excel		
Insert formulas in Excel		
Create Charts with Excel		
Edit Charts with Excel - remove legends/color		
Introduction to Inspiration		
Cite sources with Noodle Bib		
Basic skills of Outlining with Word		
Review use of attached documents in e-mail		
Use GSP to create polygons		
8th		
Use of i-Tunes		
Use of i-Photo		
Edit a movie with i-Movie		
Insert transitions in i-Movie		
Add text to i-Movie		
Add sound to i-Movie		
Save an i-Movie film to QuickTime		
Create a web page with DreamWeaver		
Insert an image into a webpage		
Use proper tags on webpage files		
Cite sources with Noodle Bib		
Review formulas/charts in Excel/Fathom		
Review use of PowerPoint		
Create fractals using GSP		
NAME:		

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