State College Area School District

Sixth Grade
Technology Competencies Assessment

Spring 2003

Part 1: E-mail

For this part of the assessment, you will address and send an electronic message.

Steps:
- ☐ Create a new message addressed to wsf11 (Park Forest) or meb12 (Mount Nittany)
- ☐ Type a brief message, such as "Here is the document you requested."
- ☐ Locate the document called "Email Quote," which can be found in the 6th Tech Assessment folder on the hard drive.
- ☐ Attach the "Email Quote" document to the message, and send the message.

- ☐ **DEMOS**: Raise your hand when you are finished; when the evaluator comes
    - • demonstrate how to open a message you have received;
    - • demonstrate how to reply to a message you have received.

Part 2 - Creating the Leapin' Lizard Sales Advertisement

For this part of the assessment, you will create a document that looks like the advertisement on the next page.
Steps:

☐ Create a spreadsheet document, and enter the following data:

Liz	25
Toby	7
Sam	2

☐ Raise your hand, and **show the evaluator** how to insert cells between Toby's row and Sam's row.

☐ Make a bar graph from the spreadsheet data. SAVE the spreadsheet and graph.

☐ Create a drawing document. Name it LLS, and save it on the desktop (PFMS) or in your Xenon folder (MNMS)

☐ Set top, bottom, left and right margins to 1 inch. Type your name and homeroom.

☐ Create ONE "Leapin' Lizard" ad, complete with the bar graph.

☐ When your ad is complete, group the pieces of the ad, duplicate the ad, and place the copy below the original, so that you have two "Leapin' Lizard Sales!" ads on one page.

☐ Save.

☐ Before printing, raise your hand and be prepared to **show the evaluator** two things:

  • That you know how to use spell check.
  • That you have changed the margins to one inch on all sides.

☐ **When your advertisement looks like the example,** print 1 copy.

Part 3 - Assessment Database Instructions

PLEASE follow the directions in the ORDER THEY ARE GIVEN!

☐ In the folder on the hard drive entitled "6th Tech Assessment," find the file called "Assessment Database." Drag Assessment Database to your Neon2K folder (PFMS) or Xenon folder (MNMS).

☐ Open the database, and type your name in the field called Your Name.

☐ Which country is the 4th record in the database? Type its name in the appropriate field in the database.

☐ Search for the countries on the continent Africa. Type their names in the appropriate field in the database.

☐ Go to the Peru record. Add Sol as its currency.

☐ Add a New Record using the information below:

Name:	Australia
Capital:	Canberra
Population:	17,820,000
Continent:	Australia
Area:	2,978,147
Currency:	Australian Dollar

☐ Switch to the layout called "List of countries" and sort the countries by population, with greatest population first.

☐ **When your country list looks like the example,** print 1 copy of the list.

☐ Raise your hand and **show the evaluator** that the Assessment Database is in your Neon2K or Xenon folder.

☐ Hand in your country list and your Leapin' Lizard Sales advertisement.

Leapin' Lizard Sales!

Check
the
results →

25
20
15
10
5
0

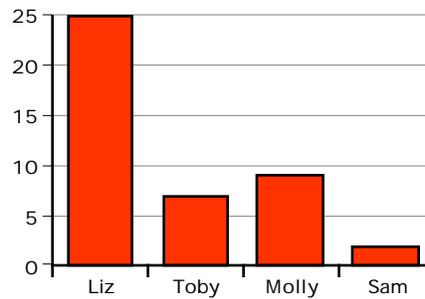| Liz | Toby | Molly | Sam |
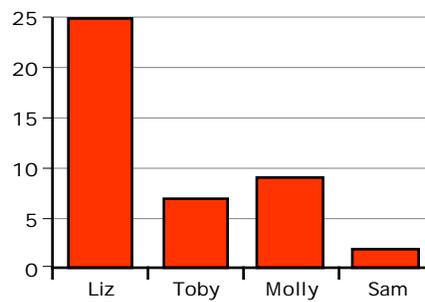
■ Series 1

Leapin' Lizard Sales!

Check
the
results →

25
20
15
10
5
0

| Liz | Toby | Molly | Sam |

■ Series 1
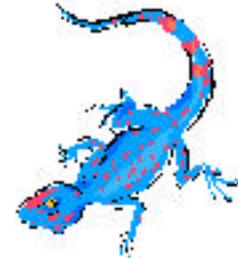
Country Name	Capital	Population	Area	Currency
Mexico	Mexico City	94,545,000	756,067	New
Canada	Ottawa	28,537,000	3,849,674	Canadian
Peru	Lima	23,854,000	496,225	Sol
Uganda	Kampala	20,099,000	91,074	Ugandan
Australia	Canberra	17,820,000	2,978,147	Australian dollar
Malawi	Lilongwe	10,096,000	45,747	Malawain
Bulgaria	Sofia	9,026,000	42,823	Lev
Senegal	Dakar	7,958,000	75,955	CFA Franc
Latvia	Riga	2,775,000	24,595	Lat
Oman	Muscat	1,677,000	82,030	Omani Rail

4th record country Name of country in 4th record should be here.

African countries Names of African countries should be here.