

STUDENT NAME
Home Room: N102
Grade 6

Student Computer Competencies

GRADE 6

Park Forest Middle
Mr. David Dolbin, Principal

2002/03

The following is a report on the progress made by (student name) in achieving mastery of the District's Student Computer Competencies. Classroom teachers teach the computer competencies through lessons that are integrated into the subject area curricula.

An "X" in the column marked "Mastered" indicates the student has demonstrated mastery of the particular computer competency. Because each competency is comprised of multiple skills, mastery implies ability to perform all skills included in the competency. If there are competencies that a student has not mastered, there will be opportunities in the upcoming school year for him/her to receive additional instruction and practice in the skills, and a reassessment of those competencies will be conducted, when appropriate. At the end of student years 2, 4, 6, and 8, regularly scheduled assessments will be conducted, and student progress will be reported.

(Student name) has mastered 19 of the 21 competencies assessed in 6th grade.

Mastered	Grade 6 Competencies	Mastered	Grade 6 Competencies
X	A2 Computer set up and connecting peripherals a. properly attach a keyboard, mouse, power cord and network cable to a computer b. troubleshoot problems related to connecting a keyboard or mouse, providing A/C power, or connecting to a network	X	E1 Navigate in the spreadsheet environment a. navigate to cells in a spreadsheet using the mouse and the keyboard b. select a cell or group of cells to be modified c. enter or delete data in a cell d. insert or delete cells
X	A10 Copy files a. copy one or more files between two disks and/or servers	X	E6 Make charts from spreadsheet data a. select the spreadsheet data and create a chart
X	A13 Text selection and editing techniques a. use drag, click/shift-click, and multiple mouse clicks to select text ranging in length from a single character to the entire document b. use a combination of locating the insertion point and text selection techniques to efficiently edit text in a document	X	F1 Identify and use drawing tools a. draw objects using the line, rectangle, rounded rectangle, and oval b. select objects using the arrow tool
	A14 Set document margins a. establish left, right, top and bottom page margins in appropriate applications	X	F2 Move, duplicate and delete objects a. move an object on the drawing b. make an identical object using the duplicate command c. remove an object using the delete key
X	A16 Spell check a. launch and operate the spell check feature	X	F3 Resize, reshape, and rotate objects a. resize/reshape an object by dragging the handle b. rotate an object using the Free Rotate command
X	A18 Copy, Cut, Paste and Undo a. select text or objects and perform copy, cut and paste functions b. perform an undo of the most recent action	X	F4 Set and change lines, borders, colors & patterns a. change the thickness and color of an object's border or line b. change the color and pattern or gradient of an object's fill c. add arrows to beginning, end or to both ends of a line
X	D1 Browse/navigate a database a. use "the book" to move among records in a file b. use the layout pop-up menu to move among layouts in a file	X	F5 Group and ungroup objects a. select multiple objects and group them into one object b. select an object made of grouped objects and ungroup it
X	D2 Add/edit records a. add a new record to a file b. enter data that matches the field parameters of a field c. edit information already entered into fields d. use tab or mouse techniques to move between fields	X	F6 Add and manipulate clip art a. add clip art to a document from a clip art library b. insert clip art from a graphic file or from another document using copy/paste
X	D3 Formulate search strategies and perform searches a. formulate a strategy for retrieving records that meet desired criteria b. determine and enter data and operators into field(s) in order to yield a specific information result	X	K1 Create, address and send messages a. address an e-mail message to a single or multiple recipients b. type an original message in the body of an e-mail document
	D4 Establish sort criteria and perform sorts a. yield a desired record order by selecting the appropriate field(s) and field sorting order	X	K2 Read, reply to or forward messages a. retrieve, open and read messages received b. reply to the sender of a message and reply to all recipients of a message c. forward a message to another address
		X	K4 Affix & retrieve attachments a. attach an electronic file to an outgoing message b. retrieve an e-mail message that has a file attached to it; open and read the message and the attachment