



COMPUTER BASICS

UNIT 3 Sections 3.1-3.6

Student Name: _____ Period: _____ Teacher: _____

| Criteria | 4- Consistently Meets and at Times Exceeds | 3- Meets Most of the Time | 2- Meets Some of the Time | 1- Continued Practice Needed |
|--|--|------------------------------------|------------------------------------|---------------------------------------|
| Demonstrates the ability to open a new document. (3.1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to identify menu commands, shortcut keys, and function keys. (3.1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to use the Help feature. (3.1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to save and close a document. (3.1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Identify Word Processing Software Functions and Use Software Commands. (3.1 Project 1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Use Help or the Student Guide. (3.1 Project 2) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Use Software Commands and Help. (3.1 Project 3) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Check Your Understanding, Software Basics (3.1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to create a folder. (3.2) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Demonstrates the ability to open an existing file. (3.2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to find a file. (3.2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to delete a file. (3.2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Organize Files and Create Folders. (3.2 Project 1) (NETS 1b, 2b & c, 3a & b) | | | | |

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| Find and Delete Files. (3.2 Project 2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Manage Files. (3.2 Project 3) (NETS 1b, 3a & b 5a, 6a) | | | | |
| Check Your Understanding, Manage Files (3.2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to edit sentences with proofreaders' marks. (3.3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to use the BACKSPACE, INSERT, and DELETE keys. (3.3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to select text and insert text. (3.3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to use the Cut, Copy and Paste commands, and the Undo command. (3.3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Insert and Delete Text. (3.3 Project 1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Cut and Paste Text. (3.3 Project 2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Copy and Paste Text. (3.3 Project 3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Editing Basics (3.3 Project 4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Check Your Understanding, Editing Basics (3.3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to format fonts, and font sizes and styles. (3.4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to change alignment of text in a document. (3.4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to preview and print a document. (3.4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to use the spelling and grammar feature. (3.4) (NETS 1b, 2b & c, 3a & b) | | | | |

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| Formatting Fonts. (3.4 Project 1) (NETS 1b, 2b & c, 3a & b) | | | | |
| Aligning Text and Printing Documents (3.4 Project 2) (NETS 1b, 2b & c, 3a & b) | | | | |
| Using Proofing Tools (3.4 Project 3) (NETS 1b, 2b & c, 3a & b) | | | | |
| Basic Editing Skills (3.4 Project 4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Check Your Understanding, Formatting Basics (3.4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to use Boolean search operators for the Internet. (3.5) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Demonstrates the ability to use hyperlinks. (3.5) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to add bookmarks. (3.5) (NETS 1b, 2b & c, 3a & b) | | | | |
| Using Search Engines (3.5 Project 1) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Effective Searches (3.5 Project 2) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Internet Search Results (3.5 Project 3) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Check Your Understanding, Internet Basics (3.5) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to switch windows between applications. (3.6) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to copy and paste information, an image, and a URL from a Web page to a document. (3.6) (NETS 1b, 2b & c, 3a & b) | | | | |
| Demonstrates the ability to develop a basic understanding of citing Web sources. (3.6) (NETS 1b, 2b & c, 3a & b) | | | | |
| Collect Data From the Internet. (3.6 Project 1) (NETS 1b, 2b & c, 3a & b, 5a & b) | | | | |
| Complete the Source Citation (3.6 Project 2) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |

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| Copy Images From the Web and Cite the Source. (3.6 Project 3) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Citing Internet Data (3.6 Project 4) (NETS 1b, 2b & c, 3a & b) | | | | |
| Check Your Understanding, Data Collection (NETS 1b, 2b & c, 3a & b) (3.6) | | | | |
| REVIEW: Applies basic editing skills to format a poem. (Section 3) (NETS 1b, 2b & c, 3a & b,) | | | | |
| REVIEW: Uses Internet search skills to find and collect information. (Section 3) (NETS 1b, 2b & c, 3a & b, 5a) | | | | |
| Add Up Overall Scores -----> | | | | |

Your Score _____

Total Possible Score _____

Teacher Comments: