

Computer Skills Checklist

Tutors can use this checklist to evaluate student skills or select appropriate skills relevant to the course that is being taught. Parts of this checklist could also be used for initial assessment.

TOPIC	Little or no Knowledge or skill	Some knowledge/skill	I am fully confident in this area
Use Microsoft Word:			
Create a new document			
Open a document from a given location			
Split text as appropriate, (e.g. into paragraphs)			
Insert text into an existing document			
Set the page orientation			
Change the margins			
Create page breaks			
Change the line spacing			
Insert headers and footers			
Use page numbering			
Add page borders			
Insert WordArt			
Insert ClipArt			
Insert a text box			
Insert Auto shapes			
Insert an image from file			
Move and resize an image			
Change the "Text wrapping" of an image			
Spell check a document			
Preview a document			
Print a document			

Computer Skills Checklist

Colin A. Hardy



Computer Skills Checklist:

Equity and Information Communication Technology (ICT) in Education Neil Anderson, 2009 Information communication technologies ICT permeate almost every facet of our daily business and have become an important priority for formal and informal education This places an enormous responsibility to achieve equitable deployment of ICT on governments education systems and communities Important equity issues examined in this book include gender issues disability digital divide hardware and software developments and knowledge transfer Previous books have tended to concentrate on single aspects of equity and computer use this book fills the pressing need for a comprehensive look at the issues Equity and Information Communication Technology ICT in Education is an essential book for professionals involved in this emerging area of study and a useful text for undergraduate and graduate classrooms

Adult Literacy Assessment Tool Kit Suzanne Knell, Janet Scogins, 2000-06 This guide contains strategies to help the reader create effective and accountable adult literacy programmes The assessment tools in this book will help identify and evaluate the skill levels of learners make changes to a program based on user s aptitudes and write thorough grant proposals

Advancing Your Nursing Degree Debra A. Wolff, 2016-12-28 Focuses on careful preparation as the key to academic success Brimming with practical ideas and useful resources this book aims to prepare nurses at all levels to advance and attain their educational goals Each chapter details how to prepare and stay motivated for the journey ahead including how to stop contemplating the decision and move forward The book addresses common barriers and fears about a return to school such as how to handle multiple responsibilities refresh writing skills finance a college education and deal with the fear of technology or being too old Through real life examples from nurses who have faced the challenges of re entering college Advancing Your Nursing Degree The Experienced Nurse s Guide to Returning to School details the process of selecting a program completing an application and orienting to college life In a friendly and personal voice this book describes the current academic environment and the expectations facing students today Included are checklists on what to look for when deciding on a school and program how to identify gaps in computer skills and what resources may help promote ultimate success Each chapter builds on the previous one and contains resources and examples on preparing mentally for the rigors of school getting family and other support systems onboard balancing job responsibilities and schedules sharpening academic and computer skills setting up a study area that is conducive to success and celebrating achievements along the way The book also details ideas on how to finance a college education including particular resources available to nurses While written for nurses at all educational levels each chapter includes specific information for graduate nurses

Key Features Written by a nurse for nurses at all levels of education and experience Focuses on thoughtful preparation an often overlooked strategy for success when re entering the academic environment Addresses the fears frequently expressed by nurses when returning to school Provides practical ideas and real life examples from nursing students and faculty Includes a checklist of items to consider when exploring program choices

Presents strategies and resources to fund nursing education Targeting Handwriting Jane Pinsker,2001 The Targeting Handwriting Teacher Resource Book includes an eight week day by day Fine Motor Skills Program over 100 blackline masters handwriting fluency pattern pages introduction of lower and upper case letters three blackline master practice pages for each letter both lower and upper case activities in which students track trace and draw their own letters a sea horse character to introduce positioning of letters within lines Handwriting is one of the most crucial skills students will develop in primary school Targeting Handwriting covers the handwriting curriculum in a clear and structured way with content directly linked to NSW syllabus outcomes Writing is a vital compelling form of communication Children need to write every day for a variety of purposes and for a variety of audiences To be competent writers their handwriting needs to be fluent and legible The teaching of handwriting is an essential part of the writing curriculum *Differentiated Instructional Strategies for the Block Schedule* Gayle H. Gregory,Lynne E. Herndon,2010-06-28 Eliminate idea block with this practical resource that includes more than 100 planning tools matrixes rubrics templates and choice boards for differentiating instruction during extended learning blocks *The ETS Test Collection Catalog* Educational Testing Service. Test Collection,1993 The major source of information on the availability of standardized tests Wilson Library BulletinCovers commercially available standardized tests and hard to locate research instruments **Step-by-step Resumes** Evelyn U. Salvador,2006 A step by step guide to writing an outstanding resume that offers expert tips and practical suggestions for filling in employment gaps using customizable ClipBullets choosing the right keywords and more Includes a CD with resume templates and worksheets **Classroom Assessment for Students in Special and General Education** Cathleen G. Spinelli,2006 For courses in Assessment in Special Education Written for future teachers and experienced educators Classroom Assessment for Students in Special and General Education second edition provides the skills needed to effectively use assessment particularly informal assessment in understanding the needs of the whole student The primary text on classroom assessment procedures is now revised with the latest in authentic curriculum and performance based assessment measures with direct connections to instruction IEP development and reporting to parents The focus is on providing teachers with a variety of assessment procedures the why what and how of testing directions on how to construct administer score interpret graph monitor write and report assessment results **Large-scale Assessment and Accommodations** Council for Exceptional Children,2007 *Glencoe's Visual Approach Series for Office 97, Teacher Manual and Key with 3.5* McGraw-Hill Staff,Sharon Ferrett,1997-07-07 Microsoft Office 97 from the Glencoe Visual Series is an exciting visual learning experience that gives your students the tools they need for competence and confidence in the use of Microsoft Office It incorporates full color illustrations 3 D graphics and even an inviting character who introduces concepts to reach today's visually oriented students The text is accompanied by an applications workbook and a data disk containing templates so students can apply their skills as they learn them **Microsoft Office 97** ,1998 Put to the Test Therese Kuhs,2001 Put

to the Test is an all in one resource for detailed explanations of the full range of assessment techniques that effectively monitor learning **Technology and Occupational Therapy** American Occupational Therapy Association,1996

Technology for Literacy Teaching and Learning William J. Valmont,2003 Written by a well known expert in the field this text shows teachers how to use computers software and the Internet to help students develop linguistic and visual communication skills It examines how technology is redefining what it means to be literate and helps in service and pre service teachers learn how to prepare their students to be critical thinkers and consumers of electronic messages

Information and Communications Technology for All Colin A. Hardy,2000 This practical text focuses on access to the curriculum for pupils with learning difficulties It covers how ICT can aid curriculum access procedures for assessing pupils ICT provision choosing and reviewing software conducting an audit of individual staff ICT skills implementing relevant in service training using ICT to aid record keeping report writing IEPs and worksheets **America's Top 300 Jobs** U S Dept of Labor,2004 Provides information on the top three hundred jobs in the United States as identified by the government s Occupational Outlook Handbook with descriptions of each job detailing skills and training requirements salaries working conditions and growth and promotion projections **Web-Based Training** Margaret Driscoll,1998-09-04 USING

TECHNOLOGY TO DESIGN ADULT LEARNING EXPERIENCES *Dissertations and Theses from Start to Finish* John D. Cone,Sharon L. Foster,2006 Dissertations and Theses From Start to Finish Psychology and Related Fields Second Edition aids student writers through all the practical logistical and emotional stages of writing dissertations and theses It offers guidance to students through such important steps as defining topics selecting faculty advisers scheduling time to accommodate the project and conducting analyzing writing presenting and publishing research Readers will find guiding questions both mundane and sophisticated which they may never have considered before even after coursework in preparation for research writing Authors have thoroughly updated the text for this new edition to reflect new ethical standards for research new style manuals and new texts in statistics as well as current thinking on behavioral science research They have also updated the 30 special elements adding entirely new checklists diagrams and sample parts of research papers Also new to this edition is up to date information on computerized literature searches writing and statistical software and use of computers for data and schedule management **Techniques** ,2009 Making education and career connections Activities Using the World Wide Web Jill Norris,Don Robison,1998 Successfully tested in classrooms and computer lab settings these books provide students practice in important subject area skills while they learn and use the computer and keyboard tools Now with nine titles including three utilizing the World Wide Web Help students learn to write a report using a bookmarked site on the WWW

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