

**WORCESTER COUNTY PUBLIC SCHOOLS**  
**TECHNOLOGY PROFICIENCY CHECKLIST - SELF ASSESSMENT**  
**Grades 9 to 12 - Applying**

<b>BASIC OPERATIONS &amp; CONCEPTS</b>		<b>ON THE SCANTRON SHEET PLACE THE LETTER THAT MOST APPROPRIATELY MATCHES YOUR SKILL LEVEL. DO THIS FOR EACH OF THE NUMBERED ITEMS.</b>  <b>A= I CAN DO THIS BY MYSELF</b>  <b>B= I CANNOT DO THIS</b>
Ethical Use	1. Worcester County Acceptable Use Policy is signed and on file <b>(A=YES, B=NO)</b> <b>(Computer Use form)</b>	
	2. Adheres to copyright and fair use guidelines	
Keyboard and Mouse	3. Uses keyboard effectively and efficiently	
Software Selection	4. Chooses appropriate software to complete a task	
Documents and File Management	5. Creates and organizes folders	
	6. Saves and retrieves files to/from a variety of locations using relevant file names	
	7. Identifies, creates and uses available file formats to organize and store information (for example JPG, GIF, DOC, PPT, XLS)	
	8. Cuts, copies and pastes electronically	
	9. Utilizes available toolbars	
	10. Accesses Help menus	
	11. Opens and works with several applications simultaneously	
Collaboration	12. Works cooperatively and collaboratively with others when using technology	
<b>PRODUCTIVITY TOOLS</b>		
General	13. Uses appropriate productivity tool to create, revise and present a product	
Word Processing	14. Formats fonts (for example font style, size, color, superscript, subscript, highlighting)	
	15. Formats document (for example orientation, justification, margins, line spacing)	
	16. Uses page numbering, headers and footers	
	17. Produces a multi-page document which includes text and graphics	
	18. Uses tools to electronically edit for spelling, grammar, mechanics and usage	
	19. Utilizes column features	
	20. Creates and modifies tables	
Spreadsheets	21. Enters data into a spreadsheet to create graphs and charts	
	22. Builds a simple spreadsheet using basic formulas and formatting	
Graphics	23. Imports, manipulates and edits graphics	
	24. Creates a graphic representation of ideas and concepts (for example Venn diagram, timeline, concept map)	
Multimedia Presentations	25. Creates a multimedia presentation including text, graphics/photos, animations, transitions and recorded sounds)	
	26. Produces an advanced multimedia presentation which includes action buttons and hyperlinks	
<b>RESEARCH</b>		
Access Electronic Information	27. Understands and demonstrates Internet safety	
	28. Locates and evaluates website validity as an appropriate resource for research	
	29. Accesses library collections and databases online	
	30. Cites electronic sources properly	
Apply Search Strategies	31. Uses advanced search strategies to access information efficiently	
	32. Creates and uses bookmarks/favorites	