

# *Computer Skills Growth Chart*

This chart represents reasonable expectations of student skills which every educator should make an integral part of how the classroom functions to improve student learning.

	<b>E-mail &amp; Internet</b>	<b>Network &amp; Computing Skills</b>	<b>Word Processing</b>	<b>Graphics &amp; Presentation</b>	<b>Spreadsheets &amp; Databases</b>
<b>12</b>					
<b>11</b>				Capture and utilize digitized video.	
<b>10</b>				Save, export and import graphics in a variety of formats.	
<b>9</b>	Select and use appropriate search tools to find information.	Install and remove programs, such as Acrobat Reader (when allowed).		Create a self-running presentation. Capture and utilize digitized sound.	Understands that databases consist of records and fields.
<b>8</b>	Manage an address book including individuals and groups. Save email and organize into folders. Organize bookmarks.	Basic troubleshooting.		Resize or crop graphics.	Can use absolute and relative addressing in spreadsheets. Can use Boolean techniques to search. (AND, OR)
<b>7</b>	Send and read attachments. Search for information using teacher-selected tools, such as <a href="#">Searchopolis</a> or <a href="#">Studyweb</a> .	Navigate file system (local and network).	Use outline tools.	Capture a picture to the computer using a digital camera or scanner.	Can format and print a worksheet. (page setup)
<b>6</b>	Create bookmarks and use them as navigation tools.	Manage directories Use search or find to locate a file or program.	Add headers, footers, and page numbers to documents. Flow text around an image or table. Use grammar check. Find and replace.		Can replicate formulas across a row or down a column. Can create graphs and charts from data.
<b>5</b>	Send, reply, forward and cc an email independently.	Multitask by switching among open windows. Log on to the network using a student name according to local policy. Copy, cut and paste between windows or documents.	Format page layout (margins, tabs, orientation, page breaks). Create a table. Use a thesaurus.	Create a multimedia presentation using a blank document. Use animation and transitions to enhance a presentation.	Can create simple formulas. Can format data. (decimal places, percentage format, etc.) Can search a database by specifying the value of particular fields.
<b>4</b>	Enter a URL to reach a site. Search for information using teacher-selected sites.	Minimize, maximize and restore windows. Make folders.	Edit text (cut, copy, paste, move). Create bulleted or numbered list.		Can use a spreadsheet to do simple calculations. (sum, average, etc.) Can insert and delete rows and columns.
<b>3</b>		Launch a program using a menu. Create, open and close a file. Save to and retrieve a file.	Format text (size, font, style, color, alignment). Use spell check and dictionary.	Insert clipart or a graphic into a document. Reorder slides in a presentation.	Can perform arithmetic calculations in a spreadsheet. (add, subtract, multiply, divide). Can sort data.
<b>2</b>	Use bookmarks to reach teacher-selected sites.	Print from within a program.	Edit by inserting and deleting. Key in a paragraph with word wrap, capital letters, and punctuation.	Draw and manipulate a picture using a graphics program.	Can locate a spreadsheet cell by its row and column address. Can adjust sizes of rows and columns.
<b>1</b>	Use the browser navigation tools (back, forward, refresh, stop).	Handle CDs, discs and other media appropriately.	Understand cursor placement. Key in phrases or sentences with proper spacing.		Can enter and edit text and numeric data.
<b>K</b>	Follow a link.	Use a mouse. Start up and shut down a computer properly. Launch a program from an icon.	Key in letters to form words.		