

## Shasta Union High School District

### Performance Objectives for Challenge Computer Proficiency Exam

Students Must Pass Word Processing and Other Required Components  
With 70% Accuracy on Each Component

<i>Web Page</i>	<i>Spreadsheet</i>	<i>Desktop Publishing</i>	<i>Internet</i>	<i>PowerPoint</i>	<i>General Computer Knowledge</i>	<i>E-mail</i>	<i>Database</i>	<i>Windows 7</i>
-----------------	--------------------	---------------------------	-----------------	-------------------	-----------------------------------	---------------	-----------------	------------------

### **Word processing (Word) performance objectives:**

Student will demonstrate proficiency by:

1. Opening an existing document
  2. Zoom in on a document
  3. Copy and paste text
  4. Format fonts in document
  5. Create a bulleted list
  6. Modify margins
  7. Right-align and adjust line spacing
  8. Set a tab stop
  9. Find and replace text
  10. Create and populate a table
  11. Insert and resize a shape
  12. Create a document header
  13. Insert page numbers
  14. Create a footnote and endnote
  15. Check spelling
- 

### **Spreadsheet (Excel) performance objectives:**

Student will demonstrate proficiency by:

1. Opening file from spreadsheet program
2. Insert and delete rows
3. Add data labels and fill a range of cells with a series
4. Create a 3-D pie chart and insert a chart title
5. Change font size and apply a theme to a worksheet
6. Modify worksheet orientation
7. Create and enter formula using the SUM function and keyboard
8. Add borders and change fill color
9. Merge cells and center their content and wrap text
10. Copy cell contents and use the Format Painter
11. Modify row height
12. Move cell contents and select non-adjacent cells
13. Enter numbers with format symbols
14. Format worksheet tables and reorder worksheets
15. Print a worksheet

**Database software (Access) performance objectives:**

Student will demonstrate proficiency by:

1. Create, design, and name database table and query
2. Enter text and number data types
3. Edit and correct errors as needed
4. Navigate records in a table
5. Sort data in descending order
6. Adjust column width as necessary
7. Create and design a query in order to answer specified question
8. Print table and query
9. Add a field using design view
10. Filter data in a query
11. Sort data in a query
12. Edit data in a table datasheet
13. Save database file in correct location
14. Enter a record in a Table Datasheet view
15. Close database

---

**Presentation software (PowerPoint) performance objectives:**

Student will demonstrate proficiency by:

1. Creating new slide show
2. Adding theme or background style
3. Preparing slides in sequential and organized manner
4. Choosing title and clip art and text slide from slide layout
5. Entering text on slides
6. Modify text
7. Inserting and resize graphics and shapes
8. Adding custom animation at least two slides
9. Adding transitions to slide show
10. Adding effects to slide show
11. Delete slides
12. Insert WordArt
13. Check spelling
14. End slide show
15. Timing slide show

---

**Web page (FrontPage or Dreamweaver) performance objectives:**

Student will demonstrate proficiency by:

1. Opening web pages from browser using URL
2. Creating new web page using web page software
3. Creating tables, fill, adjust and modify the table as needed
4. Importing and place images
5. Sizing images
6. Setting hyperlinks to other web pages and verify hyperlinks work
7. Applying background color or theme
8. Modifying colors for links and text as instructed
9. Creating an e-mail link
10. E-mailing information to web master as directed

---

**Desktop Publishing (Publisher or Word) performance objectives:**

Student will demonstrate proficiency by:

1. Opening an existing file
2. Adjusting top/bottom/right and left margins
3. Horizontal lines
4. Inserting, sizing and placing images in a document
5. Wrapping text around image
6. Formatting newsletter to two columns of equal length
7. Inserting line ends as instructed
8. Operating spell checker
9. Proofreading, check spelling and correcting errors in document
10. Formatting:
  - a. Enlarge font point size
  - b. Horizontal centering
  - c. Bold text
  - d. Center text
  - e. Insert a drop cap
11. Saving file in correct location
12. Printing documents

**Internet performance objectives:**

Student will demonstrate proficiency by:

1. Launching a web browser
2. Searching for information on two specific topics
3. Copying and pasting information from the web page to word processing document
4. Copying URL and pasting to word processing document
5. Adding horizontal lines between word processing documents to separate information
6. Saving a web page
7. Printing one page of a web page

**E-mail performance objectives:**

Student will demonstrate proficiency by:

1. Launching a web browser
2. Navigating to the directed URL
3. Logging in using designated user name and password
4. Composing short message to be e-mailed to proctor
5. Spell checking your document
6. Attaching word processing document to e-mail
7. Sending e-mail to test proctor

**Computer Literacy Terms**

Duplex Printing	Input	Output
Peripheral	PC	CPU
Computer programs	Executable file	Firewall
Monitor	Microprocessor	Megahertz
ASCII	Hardware	DPI
Security holes	Identity theft	Piracy
Four activities of a digital electronics device	Instruction set	Bits
Graphics card	Microprocessor	Bandwidth
Analog	Modem	Chip/microprocessor
Special-purpose computers	Network	Terminals
Byte	Modulator	Demodulator
Worm	Trojan horse	LAN
Machine language	Software	Megabyte

---

**Windows 7 performance objectives:**

Student will demonstrate proficiency by:

1. Open and close a window
2. Maximize, minimize, restore, size, and move a window
3. Add a shortcut to the desktop
4. Adjust icon size
5. Sort a list
6. Compress files
7. Copy and move files between disks
8. Rename a file
9. View contents of Recycle Bin
10. Use keyboard shortcuts
11. Change appearance of documents window
12. Select multiple files
13. Cut a file
14. Open using Start Search
15. Select a menu option