



## Instructional Technology Skills Proficiency Checklist



Place a checkmark by the skills in which you are proficient. Sign, date, and return it along with the TEC21 Participation Agreement form to Instructional Technology two weeks prior to the TEC21 class starting date.

### General Computer Skills

- Use the mouse - click, double click, drag, right click
- Create folders / directories
- Copy files from one directory or folder to another
- Copy files from hard drive to USB drive
- Rename a folder
- Delete a folder and all its contents
- Delete files from a USB drive
- Work with more than one application at a time
- Save documents
- Print entire documents
- Print specific pages of a document
- Cancel a print job
- Manage open windows
- Minimize or maximize or resize a window
- Understand the concept of active and inactive windows
- Access a specific application when several are open

### Presentation Programs (Powerpoint)

- Create a Blank Presentation
- Create Presentation from Template or Wizard
- Add / Delete Slides
- Use different views
- Change slide order
- Insert Clip Art / Graphics
- Create a Text Box
- Cut / Copy / Paste Text
- Create Hyperlinks

### Word Processing Skills (Microsoft Word)

- Create a new document
- Open an existing document
- Change margins
- Center a Cover Page
- Save a document to a USB drive
- Edit / copy / paste
- Format text (different fonts, color, size, style)
- Check the spelling and grammar in a document.
- Find and replace text
- Change text alignment
- Use Tabs
- Create Columns
- Insert Clip Art
- Insert saved graphics from USB drive
- Use Word Art
- Create Tables
- Use undo and redo feature

### Maintenance

- Scan for viruses
- Update virus protection
- Utilize Disk Defragmenter

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Signature

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Date