



# COMPUTER BASICS

## UNIT 3 Sections 3.1-3.6

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher: \_\_\_\_\_

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to open a new document. <b>(3.1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to identify menu commands, shortcut keys, and function keys. <b>(3.1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to use the Help feature. <b>(3.1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to save and close a document. <b>(3.1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Identify Word Processing Software Functions and Use Software Commands. <b>(3.1 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Use Help or the Student Guide. <b>(3.1 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Use Software Commands and Help. <b>(3.1 Project 3) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Check Your Understanding, Software Basics <b>(3.1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to create a folder. <b>(3.2) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Demonstrates the ability to open an existing file. <b>(3.2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to find a file. <b>(3.2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to delete a file. <b>(3.2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Organize Files and Create Folders. <b>(3.2 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				

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Find and Delete Files. <b>(3.2 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Manage Files. <b>(3.2 Project 3) (NETS 1b, 3a &amp; b 5a, 6a)</b>				
Check Your Understanding, Manage Files <b>(3.2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to edit sentences with proofreaders' marks. <b>(3.3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to use the BACKSPACE, INSERT, and DELETE keys. <b>(3.3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to select text and insert text. <b>(3.3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to use the Cut, Copy and Paste commands, and the Undo command. <b>(3.3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Insert and Delete Text. <b>(3.3 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Cut and Paste Text. <b>(3.3 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Copy and Paste Text. <b>(3.3 Project 3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Editing Basics <b>(3.3 Project 4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Check Your Understanding, Editing Basics <b>(3.3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to format fonts, and font sizes and styles. <b>(3.4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to change alignment of text in a document. <b>(3.4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to preview and print a document. <b>(3.4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to use the spelling and grammar feature. <b>(3.4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				

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Formatting Fonts. <b>(3.4 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Aligning Text and Printing Documents <b>(3.4 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Using Proofing Tools <b>(3.4 Project 3) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Basic Editing Skills <b>(3.4 Project 4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Check Your Understanding, Formatting Basics <b>(3.4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to use Boolean search operators for the Internet. <b>(3.5) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Demonstrates the ability to use hyperlinks. <b>(3.5) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to add bookmarks. <b>(3.5) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Using Search Engines <b>(3.5 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Effective Searches <b>(3.5 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Internet Search Results <b>(3.5 Project 3) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Check Your Understanding, Internet Basics <b>(3.5) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to switch windows between applications. <b>(3.6) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to copy and paste information, an image, and a URL from a Web page to a document. <b>(3.6) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Demonstrates the ability to develop a basic understanding of citing Web sources. <b>(3.6) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Collect Data From the Internet. <b>(3.6 Project 1) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a &amp; b)</b>				
Complete the Source Citation <b>(3.6 Project 2) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				

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Copy Images From the Web and Cite the Source. <b>(3.6 Project 3) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
Citing Internet Data <b>(3.6 Project 4) (NETS 1b, 2b &amp; c, 3a &amp; b)</b>				
Check Your Understanding, Data Collection <b>(NETS 1b, 2b &amp; c, 3a &amp; b) (3.6)</b>				
<b>REVIEW:</b> Applies basic editing skills to format a poem. <b>(Section 3) (NETS 1b, 2b &amp; c, 3a &amp; b,)</b>				
<b>REVIEW:</b> Uses Internet search skills to find and collect information. <b>(Section 3) (NETS 1b, 2b &amp; c, 3a &amp; b, 5a)</b>				
<b>Add Up Overall Scores</b> ----->				

Your Score \_\_\_\_\_

Total Possible Score \_\_\_\_\_

Teacher Comments: