

Computer Technology II

Test Number: #251

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: Computer Technology II

School: _____ Test Number: 251

Students in course: _____ Date: _____

Students tested: _____

Students who passed the *online test* at or above 80%: _____

Students who passed the *performance objectives* at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use the following features in at least two software applications:
 - Graphic objects
 - Headers and footers
2. Use word processing software to create:
 - Reports that include
 - page numbers, header or footer, section/page break(s),
 - in-text citations, footnotes/endnotes, and works cited/bibliography.
 - Table with merged/split cells, borders and shading, and sorted data (this table may be included in reports, letters, etc.).
 - Mail merged letter with envelopes or labels
3. Use spreadsheet software to create:
 - Workbooks (with two or more worksheets) that include:
 - references to other worksheet cells in the workbook
 - formulas with absolute and relative cell references
 - functions including IF, PMT, VLOOKUP, and HLOOKUP
 - print options including formulas, gridlines, row/column headings, scaling
 - Charts
 - pie, bar, column, line, etc.
 - formatted
 - Worksheet with database features
 - Sort on multiple fields
 - Filter
 - Subtotals
4. Use presentation software to create:
 - Slide shows, demonstrating professional quality design following generally accepted presentation guidelines, that include:
 - transitions with automatic timing
 - custom animations
 - objects (charts, diagrams, tables, sound, movie)
 - links and action buttons
 - Speaker notes
5. Complete a project that combines the use of word processing, spreadsheet, and electronic presentation software.

Each performance is documented and kept on file by the teacher for two years.

(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____