

The following Rubrics/Checklists may be used or modified to meet the needs of each school within the Diocese of Tucson.

### Keyboarding Rubric (Example)

Keyboarding Mechanics	Always	Often	Sometimes	Seldom	Never
<i>...student:</i>					
Keeps feet flat on floor.					
Centers body behind keyboard (between G & H keys).					
Keeps back straight (lower back touching back of chair).					
Sits a comfortable distance from the keyboard (hand span from the waist).					
Relaxes arms with elbows close to body.					
"Hovers" hands over home row keys (no wrists resting on keyboard).					
Keeps eyes on copy (screen, text, etc.)					
Strikes keys with correct fingers.					
After striking a key, returns fingers to home row.					
Strikes space bar with thumb of right hand.					
Strikes Enter key with little finger of right hand.					
Shifts with opposite little finger.					

### Presentation/Graphics Rubric (Example)

	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Accuracy of grammar, spelling and punctuation				
Clear expression of ideas				
Organization of presentation				
Appropriate slide layout(s) for page content				
Effective use of graphics, images, color, and text				
Use of transitions and custom animation				
Creativity and originality				
Sources cited and contain required information				
Overall effort				

Pre-K - Grade 1	Grades 2-3	Grades 4-6	Grades 7-8	High School
Turn computer and peripherals on and off	Start and quit application programs	Draft, save, retrieve, edit and print word processing files	Store and retrieve files on another computer on the network	Troubleshoot most problems with hardware, connections, operating system, network, or software malfunction
Use mouse and keyboard	Print documents	Use correct hand for all function keys: space bar, enter, arrow keys, escape, backspace, caps lock, ctrl, alt, insert, delete	Troubleshoot some problems with hardware, connections, operating system, network, or software malfunction	Demonstrate understanding of new computer system setup including network connections and peripheral devices
Identify main parts of a computer: keyboard, mouse, and monitor	Know and routinely use all function keys: space bar, enter, escape, ctrl, alt, del, cap locks, backspace and arrow keys	Key the numeric keypad using correct fingering	Install and use most peripheral devices, including scanners and projectors	Demonstrate understanding of operating system installation/upgrade procedures
Locate and identify space bar, enter, escape, backspace, and arrow keys	Identify and use menus, toolbars, icons and dialog boxes	Create directories and folders	Perform basic system maintenance routines such as disk cleanup and disk defragmenter	Demonstrate understanding of basic Network Administration tasks
State orally the proper care of a computer	Find and open files	Demonstrate understanding of pathnames and naming conventions	Understand and use a variety of file formats such as .exe, .pdf, .html, .jpeg, .gif, .zip	Backup files to storage devices such as file servers and high capacity drives
Log onto the network using User Name and Password	Identify and use available drives (hard drive, floppy, CD-ROM, network)	Move and delete files		Compress and decompress files
Locate web browser on desktop and visit bookmarked web sites	Use digital camera	Explain concept, purpose and components of a LAN		
Open, move, minimize, resize, scroll and close windows	Use right and left hand on the correct side of the keyboard	Demonstrate understanding of structure and use of URL		
	Know and routinely use home row keys with correct fingering	Successfully and efficiently find information using a search engine		
	Begin to use tab and shift keys	Customize the desktop		
	Visit web sites by typing in the address	Identify and use basic file formats such as .doc, .ppt, .txt, .xls		
	Know and routinely use web browser toolbar icons, including Home, Back, Forward and Favorites			

## Word Processing Checklist (Example)

Pre-K - Grade 1	Grades 2-3	Grades 4-6	Grades 7-8
Enter text into a document opened by teacher	Open a new or saved document	Identify all word processing screen elements	Customize toolbars for the task being performed
Use a word processor to compose simple text (e.g., name, grade, short sentence)	Use a word processor to compose a document using word wrap	Demonstrate use of major toolbars (menu bar, standard toolbar, formatting toolbar, page view choices, drawing toolbar, status bar)	Use advanced formatting options (e.g., superscript, columns, change case, bullets and numbering, etc.)
Identify some screen elements and their function (e.g., toolbar, work area, cursor, insertion point)	Describe some uses of word processing software	Locate and use shortcuts, including the select all command	Format a document using headers and footers, page numbers and page breaks
	Identify menu bar, standard toolbar and icons, and dialog boxes	Modify format of text including style, font, font size, appearance, and alignment	Use Format Painter to copy format to multiple sections of text
	Enter, delete, copy, cut and paste text	Use a template to create a letter, memorandum or report	Use Edit/Find/Replace to modify text
	Undo and redo changes to text	Select text through several options (mouse clicks, menu option, shortcuts)	Use advanced table options (e.g., sort, split table, convert text to table, modify table properties)
	Save a new or modified document	Format a page (page orientation, margins, etc.)	Generate a table of contents for a document
	Close a document	Format paragraphs using indents, line spacing, text alignment	Utilize Show/Hide text option to display non-printing characters such as tabs, paragraph marks, hidden text
	Print a document	Select appropriate page view for the task being performed	Insert a simple spreadsheet into a document
		Create bulleted and numbered lists	Use the Document Map to navigate document or report
		Select, cut, copy and paste information within and between documents	Modify AutoCorrect options
		Create and modify a table (simple style and autofomat); add rows and columns to a table	Add hyperlinks within a file (using bookmarks) and external to a file (linking to application file or URL)
		Add clip art and images to a document; edit a graphic	Merge like documents; use Mail Merge option to merge document to external data source
		Use spelling/grammar check and thesaurus	

### Spreadsheet Checklist (Example)

Pre-K - Grade 1	Grades 2-3	Grades 4-6	Grades 7-8
Discuss and demonstrate simple uses of spreadsheet software	Use spreadsheet software to enter simple text and values into pre-formatted worksheet cells	Identify spreadsheet screen elements and their function	Use more advanced functions (e.g., Statistical, Date and Time, Financial, Logical) including Function Arguments
	Identify some screen elements and their function (e.g., toolbar, menu bar, dialog boxes, worksheet)	Demonstrate use of major toolbars (menu bar, standard toolbar, formatting toolbar, Name Box, Formula Bar, worksheet, Sheet Tabs)	Move, copy and delete Sheets from Workbook
	Identify columns and rows	Locate and use shortcuts	Perform more complex sorts (by month or day, by multiple columns, by imported list)
	Find a cell by its column and row position	Identify cell ranges; select, copy, move and fill cells and ranges within worksheet	Import and export data
	Open, modify and save an existing workbook file	Modify and navigate Sheet Tabs	Utilize absolute values in formula cell reference
		Distinguish between text, values and formulas	Demonstrate proficiency in formatting worksheets (e.g., conditional formatting, AutoFormat, borders and shading, etc.)
		Change column width and row height	Use a spreadsheet template to create a Balance Sheet, Expense Statement, or Invoice
		Enter and modify data	
		Use AutoSum feature	
		Format text and numbers	
		Format cells and columns	
		Save a new or modified workbook	
		Print a worksheet as well as a selection from a worksheet	
		Use simple mathematical functions	
		Insert and delete rows and columns	
		Perform "fills" (AutoFill)	
		Perform simple ascending and descending sorts (numbers, alphanumeric)	
		Use Chart Wizard to create a graph of spreadsheet data; modify chart type (bar, line, pie, scatter)	
		Copy a chart to word processing or presentation application	

### Presentation/Graphics Checklist (Example)

Pre-K - Grade 1	Grades 2-3	Grades 4-6	Grades 7-8
Enter text into a document opened by teacher	Open a new or saved presentation	Identify all presentation/graphics screen elements	Modify slide master to add element(s) to all presentation slides
Discuss and demonstrate simple uses of presentation/graphics software	For an existing presentation, modify color schemes and background colors	Demonstrate use of major toolbars (menu bar, standard toolbar, formatting toolbar, view choices, drawing toolbar, status bar)	Use advanced slide show options (e.g., Custom Animation Effects, Action Buttons, Narration, etc.)
	Prepare a presentation comprised of title slide and graphics pages (animals, planets, etc.)	Locate and use shortcuts	Add Header and Footer to a presentation
	Insert graphics (1) from clip art library (2) image from a file and (3) from Internet	Create a presentation using the AutoContent Wizard	Add speaker notes to a presentation
	Resize and reposition an object	Create a presentation using a template	Import spreadsheet data or word processing table to a presentation
	Use various drawing tools (AutoShapes, lines, oval, rectangle, text box, etc.) to create a drawing	Build a presentation from a blank presentation, inserting new slides, applying a design template and selecting slide layout appropriate to content	Add an organization chart page to a presentation
		Use slide sorter view to reorder slides in a presentation	Insert hyperlinks to a web source into a presentation
		Create a custom slide show using Animation Schemes, Custom Animation and Slide Transitions	Add a graph (chart) page to a presentation
		Layer, rotate, flip, group/ungroup objects	Format, position, and resize placeholders
		Select several objects at the same time	Add hot spots or buttons
		Add sound to a presentation	
		Animate text and images	
		Change animation timing	