

Checklist for Assessing Introductory Formatting Skills (Module 1 or Module 2)

The following checklist may be used to assess students' progress in applying the introductory formatting skills identified in modules 1 and 2.

Student's Name: _____ Date: _____

	Needs Assistance	Improving	Independent
Is the student able to:			
Care for equipment			
Care for diskettes			
Power up equipment			
Power down equipment			
Use software			
Use the printer			
Does the student demonstrate appropriate use and understanding of components of the computer system, including:			
Keyboard			
Numeric keypad			
Function keys			
Central processing unit (CPU) Hard drive (if available)			
Disk drive(s)			
Video display terminal (VDT) Printer			
Space bar			
Caps lock			
Shift keys			
Control (CTRL) keys			
Tab key			
Escape (ESC) key			
Backspace (delete) key			
Return (enter) key			
Cursor (arrow) keys			
Alternate (ALT) key			