**Final Technology Boot Camp Skills Checklist**

**EDTL 6310**
**Name\_\_Evelyn Piscitelli\_\_ Date \_10/18/2015\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Word Processing Skills** | **Beginner** | **Intermediate** | **Advanced** |
| Set margins. |  |  | 10/18 |
| Align (center, right, left, or proportional) text using ruler |  |  | 10/18 |
| Change fonts and styles of text |  |  | 10/18 |
| Use page break option to force material to new page |  |  | 10/18 |
| Create a header and footer |  |  | 10/18 |
| Use current date & time in header or footer |  |  | 10/18 |
| Use title page option (not print header or footer on first page) |  |  | 10/18 |
| Use automatic page numbering in header or footer |  |  |  |
| Turn automatic formatting options off and on |  |  | 10/18 |
| Use indent markers to create hanging indent format, and indented quote format |  |  | 10/18 |
| Apply spacing and alignment with ruler options and with formatting palette and toolbar options |  |  | 10/18 |
| Set tabs for columns of data |  |  |  |
| Use tab markers and type tabbed columns of data appropriately |  |  | 10/18 |
| Use Leader Tabs |  |  | 10/18 |
| Use Outline options |  |  | 10/18 |
| Create columns then add text; format existing text into columns |  |  | 10/18 |
| Use column break to force text to a new column |  |  | 10/18 |
| Use section break to allow part of a page or one part of a document to have a different type of formatting from another (as varied number of columns, different margins, restarted page numbers) |  |  | 10/18 |
| Create Tables using the menu bar and toolbar, with and without pre-selected text |  |  | 10/18 |
| Use Tables Toolbar and menu to change the size of a table or merge or split cells |  |  |  |
| Use convert text to table and table to text, using Table Menu and various text/table formats |  | 10/18 |  |
| Save and organize document files and backups |  |  |  |
| Use spell checking, thesaurus, and word count |  |  | 10/18 |
| Use borders and shading around text |  |  | 10/18 |
| Insert a graphic from clip art or a file |  |  | 10/18 |
| Use text wrapping options on a graphic |  |  | 10/18 |
| Use highlighting (not selection) |  |  | 10/18 |
| Use Comments |  |  | 10/18 |
| Zoom in and out |  |  | 10/18 |
| Mail Merge with a word-processed document (a table in MS Word), a spreadsheet (in MS Word), or a database |  | 10/18 |  |
| Use ‘Track Changes’ |  |  | 10/18 |
| Copy (Paint) text and paragraph formats |  |  | 10/18 |
| Advanced: Create and use Styles |  |  | 10/18 |
| **Total # = 33** |  |  |  |

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| **Spreadsheet Skills** | **Beginner** | **Intermediate** | **Advanced** |
| Enter data in a cell |  |  | 10/18 |
| Align cell data (center, justify, etc.) |  |  | 10/18 |
| Format cell data (as number, date, etc.) |  |  | 10/18 |
| Enter a formula in a cell |  |  | 10/18 |
| Use relative references to cells in a formula |  | 10/18 |  |
| Use absolute references to cells in a formula |  | 10/18 |  |
| Use functions (Sum, Average, If, etc.) |  |  | 10/18 |
| Use Fill Down (Fill Right, etc.) |  |  | 10/18 |
| Use Fill Series |  |  | 10/18 |
| Create charts from data in cells |  |  | 10/18 |
| Edit chart components |  |  | 10/18 |
| Use options for copying and inserting charts into Word documents, so that data can/cannot be changed in the Word document to change the chart |  |  | 10/18 |
| **Total # = 12** |  | 2 | 10 |

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| **Graphic Skills** |  |  |  |
| Create a drawing using draw tools |  |  | 10/18 |
| Hide and show Drawing toolbar |  |  | 10/18 |
| Add pages to document (AppleWorks only)  | 10/18 |  |  |
| Use a variety of the Drawing Tools |  |  | 10/18 |
| Create layers of objects and move objects to different layers |  |  | 10/18 |
| Group and ungroup objects |  |  | 10/18 |
| Change Fill Pattern, Color, and Gradient |  |  | 10/18 |
| Change Line/Pen Pattern, Color, and Gradient |  |  | 10/18 |
| Change Line/Pen width |  |  | 10/18 |
| Wrap text around graphic/make graphic in-line with text |  |  | 10/18 |
| Create Text Objects for selected text (note: this is different from borders) and before text is typed. |  |  | 10/18 |
| Advanced: Link text boxes |  |  | 10/18 |
| **Total # = 12** | 1 |  | 11 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Slide Presentation Skills** |  |  | **10/18** |
| Create slides of different types |  |  | 10/18 |
| Apply a background design |  |  | 10/18 |
| Use transitions between slides |  |  | 10/18 |
| Use “build effects” and custom animation within a slide |  |  | 10/18 |
| Add a graphic you created to a slide |  |  | 10/18 |
| Change bullets on the Slide Master |  |  | 10/18 |
| Change colors of background |  |  | 10/18 |
| Add a text object to a slide |  |  | 10/18 |
| **Total # = 8** |  |  | 8 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Database Skills** | **Beginner** | **Intermediate** | **Advanced** |
| Search for a specific record |  | 10/18 |  |
| Sort records by two fields |  | 10/18 |  |
| Edit records |  |  | 10/18 |
| Add and delete records |  |  | 10/18 |
| Change the layout of the record |  |  | 10/18 |
| Add and delete fields |  |  | 10/18 |
| Change the format of a field (as increase decimal places in a number field) |  |  | 10/18 |
| Merge the file with a word processing document |  |  | 10/18 |
| **Total # = 8** |  | 2 | 6 |

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| **E-mail** |  |  |  |
| Send and receive messages |  |  | 10/18 |
| Create mailboxes/organizational divisions |  | 10/18 |  |
| Store addresses and use them to send mail |  |  | 10/18 |
| Send an attachment |  |  | 10/18 |
| Receive an attachment |  |  | 10/18 |
| Open an attachment that doesn’t open automatically (if the application is on your computer) |  |  | 10/18 |
| Edit and spell check your mail |  |  | 10/18 |
| **Total # = 7** |  | 1 | 6 |
| **Total all Categories # = 80; Count of items by column**  |  |  |  |

*Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Yes No At least 80% accomplished at intermediate level*

*Yes No Self-Report Checklist is congruent with and adequately supported by class work*

*Comment*

*In my opinion , the class assignments and projects have help me to improve my overall performance in the areas listed on my work plan.*

**List of Goals and Objectives from the first assignment**

***Summary of Technology Skills (update as of 10/18)***

***Word Processing Skills***:

Based on the analysis of the skills checklist my word processing skills have gone from intermediate to advance. The videos and class assignments have help me to improve my word processing skills. I feel that I am somewhat very competent in creating documents, leaflets, brochures, outlines, and resumes using the templates because I tend to use word every day. I feel that I need more practice on merging letters and forms. I feel that I am fairly knowledgeable with skills when it comes to creating word document; however, I do need more practice on using tabs, columns , and section breaks to set different types of formatting. I am most comfortable with creating and sending documents. I need to improve on how to mail merge with a word processed document. I feel that I need work on using track changes and highlighting. I am most comfortable with Microsoft Office *Word 2007*. The newer programs seem more difficult and it sometimes take longer for me to figure how to maneuver through the various screens.

***Excel Spreadsheets Skills****: (update as of 10/18)*

My skills using *Excel* or spreadsheets tend to be somewhat at the intermediate level; however when evaluating the Excel or creating spreadsheets checklist , I am not comfortable creating text boxes, or using options for inserting charts into Word documents. I would like to work on building my skills in the area of merging documents. In order to improve and get more comfortable using spreadsheets, I would like to work on creating a spreadsheet and practice inserting charts into Word documents so that data can/cannot be changed into the Word document. I began using an excel worksheet to help me to format my jeopardy game board.

***Graphic Skills :(( update as of 10/18)***

Looking over the skills checklist, my graphic skills range from intermediate to advance. I am pretty comfortable importing graphics shapes and art into documents; however, I have never used or heard of an *Apple Works* program. This is new to me. I would like to be able to group and ungroup objects, and wrap text around graphics.

***PowerPoint Slide Presentation Skills*:** (update for 10/18)

Looking over the skills checklist, my *PowerPoint s*kills are at the intermediate to advance level. I feel that I need to work more on transitional techniques and incorporating links into presentation. To improve on my PowerPoint skills, I would like to do a project that I can use for social studies that incorporates animation, video, and different transition between slides.

***Database Skills***: (update for 10/18)

Since the beginning of this class, I was a beginner. However, I am still learning how to manipulate some of the tools used in Access database. I would like to be able to be to change the format of a field. I need practice with merging files, sorting records, and changing the layout of records.

***Emai****l:* (update for 10/18)

Looking over the checklist, I would still categorize my skills using email to be in the advanced range. I use email everyday involving business, home, and school activities.

**Lastly:**

If I get more time and finish the checklist, I would like to work on a jeopardy social studies lesson plan using PowerPoint. I feel that I need more help merging files and documents.

 **UPDATE**: I haven’t had too much time to work on perfecting my jeopardy PowerPoint. Some of the video links were not working, therefore, I had to re-edit. The overall objective of importing videos into the PowerPoint has been reached. I began by using an Excel worksheet to gather my data and layout how the game would be presented on the jeopardy scoreboard. Listed below is a link for you to view what I have done.

It was difficult for me at times to keep up with the assignments due to the quick pace of course. This was a great learning experience for me. I learned a great deal from your class. The information that I have gained by taking this course will not only help me in the classroom; but, also, in the real world of technology.

**Goals for Skills Checklist (***Begin dates September 18, 2015-October 18, 2015***)**

Module1

**Goal 1 :( Module) 2/3**

To become more proficient in Microsoft Word

*Objective*s

* Use column-formatting
* Use comment feature
* Use mail merge
* Use page break option to force material to new page

**Goal 2: (Module) 4**

To become more efficient in PowerPoint

*Objectives:*

* Use transition between slides
* Use effective animation
* Create a class project to be used in science/social studies

**Goal 3: (Module) 5**

To become more efficient in Microsoft Excel spreadsheets

*Objectives:*

* Format cells to fit date
* To understand Access and to create database for students / teachers contact.
* Use functions like sum and average
* Create a stat sheet for my learning
* Sort data

**Goal 4 :( Module 6)**

*Objectives*

If time allows I would like to create a jeopardy social studies learning game (working on)

* Import pictures and music into movie
* Apply screen shots to picture clips
* Apply transitions and links within presentation

***Schedule of Boot camp***

**Module 2**

* Work on Microsoft Word on using column formatting and mail merge ***(accomplished***)

Insert evidence

**Module 3:**

* I plan on working on using the comments feature so I can use it to give feedback to my assignments (***accomplished)***

insert

**Module 4**

* Create a PowerPoint and use transitions, animation, etc. ***(accomplished***)

Insert evidence

**Module 5:**

* In Excel set up and create statistic sheet to use for this grad class ***(not accomplished***)

Insert evidence

**Module 6:**

* Merge documents during this course of study (***accomplished***)

***Reflection:***

*As noted in the journal and blog, I feel that I have mastered at least 80% of intended goals and objectives listed for this Technology Bootcamp. Refer to Weebly website address*

www.evestechbootcamp1.weebly.com

I have learned to use hyperlinks in this class to connect some of the projects from this class into my final proposal. I feel that I have somewhat mastered this goal. .My database skills have improved; but, I still need more practice since I do not use it very often. I do feel that I have mastered some of the basics such as how to search, delete, add, and update information. I need more practice on sorting records.

Based on the work plan for this Module….

***Word Processing Skills****:* **(*accomplished*)**

***Spreadsheet Skills*:** I used Excel spreadsheet as a planning board for my jeopardy game and as a practice sample to keep up with items in the classroom (accomplished).

***Graphic Skills*:** I applied graphics throughout for my Weebly site, and in PowerPoint presentation. **(*accomplishe*d)**

***Slide Presentation Skills*:** created a jeopardy social studies game; and science Web quest > I tried using transitional shapes and links within PowerPoint (accomplished).

***Database Skills:* *somewhat accomplished***

***Email****:* I feel confident using and sending email. My skill level is more in the advanced stage; however, I need to continue to learn how to work on creating mailboxes and organizational divisions.

***Overall, I believe that I have accomplished at least 80% of these skills at the intermediate level.***