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| --- | --- | --- | --- | --- |
| **Applications**  | **Advanced Proficient**  | **Proficient**  | **Partially Proficient**  | **Not Proficient**  |
| **A**  | **B**  | **C**  | **D**  | **F**  |
| **Keyboarding**  | Without making any errors:* Able to type one paragraph of text in five minutes.
* Able to use number pad.
* Able to use symbols.
 | Without making significant errors:* Able to type one paragraph of text in five minutes.
* Able to use number pad.
* Able to use symbols.
 | Makes some errors when: * Typing one paragraph of text in five minutes.
* Using the number pad.
* Using the symbols.

  | Makes several errors when:* Typing one paragraph of text in five minutes.
* Using the number pad.
* Using the symbols.
 | Unable to type one paragraph of text in five minutes. |
| **Document Management**  | Demonstrates a high level of skill in:* Using terminology
* File naming and using folders
* Formatting text by selecting fonts, style and size
* Setting up page size and orientation
* Justifying text and indenting
* Changing page orientations
* Proofing text using tools such as spell check
* Creating table for data entry
* Creating simple charts
 | Without making significant errors is able to:* Using terminology
* File naming and using folders
* Formatting text by selecting fonts, style and size
* Setting up page size and orientation
* Justifying text and indenting
* Changing page orientations
* Proofing text using tools such as spell check
* Creating table for data entry
* Creating simple charts
 | Makes some errors when - * Using terminology
* File naming and using folders
* Formatting text by selecting fonts, style and size
* Setting up page size and orientation
* Justifying text and indenting
* Changing page orientations
* Proofing text using tools such as spell check
* Creating table for data entry
* Creating simple charts
 | Makes several errors when - * Using terminology
* File naming and using folders
* Formatting text by selecting fonts, style and size
* Setting up page size and orientation
* Justifying text and indenting
* Changing page orientations
* Proofing text using tools such as spell check
* Creating table for data entry
* Creating simple charts
 | Unable to * Using terminology
* File naming and using folders
* Formatting text by selecting fonts, style and size
* Setting up page size and orientation
* Justifying text and indenting
* Changing page orientations
* Proofing text using tools such as spell check
* Creating table for data entry
* Creating simple charts
 |
| **Multimedia** | Demonstrates a high level of skills in:* Creating presentation
* Using images
* Presenting ideas using various tools
 | Without making significant errors is able to:* Creating presentation
* Using images
* Presenting ideas using various tools
 | Makes some errors in:* Creating presentation
* Using images
* Presenting ideas using various tools
 | Makes several errors in:* Creating presentation
* Using images
* Presenting ideas using various tools
 | Unable to:* Creating presentation
* Using images
* Presenting ideas using various tools
 |
| **Research** | Demonstrates a high level of skills in:* Using search engine to locate information
* Identifying information resources
* Using references when copy/paste information
 | Without making significant errors is able to:* Use search engine to locate information
* Identify information resources
* Use references when copy/paste information
 | Makes some errors in:* Using search engine to locate information
* Identifying information resources
* Using references when copy/paste information
 | Makes several errors in:* Using search engine to locate information
* Identifying information resources
* Using references when copy/paste information
 | Unable to:* Using search engine to locate information
* Identifying information resources
* Using references when copy/paste information
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