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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 |