

## Computer Competency Assessment

### Who should take the assessment?

Current 8<sup>th</sup> - 12<sup>th</sup> graders may register for this assessment. Kennewick School District's graduation requirements state that, **starting with the graduation class of 2007**, students must demonstrate computer competence by either passing a competency assessment or successfully completing Computer Applications 1-2, or Computer Science 1-2, or Computer Science CS 101 through Running Start at CBC.

### What is the assessment?

The competency assessment is a web-based program which tests the student's ability "to perform basic competencies" in the Microsoft Office Applications of Word, Excel, and PowerPoint.

The assessment is scheduled for 2.5 hours. Students will not be allowed to use any resource materials. The three parts of the assessment are weighted according to the amount of content for each area: Word – 45%, PowerPoint – 30%, Excel – 25%. A student must complete all three sections in one test session and score a minimum **composite** score of 70 percent to pass the computer competency assessment. Students who successfully pass the assessment will fulfill the graduation requirement and it will be reflected on the transcript. High school credit is not awarded for completing the assessment.

**The following table lists the basic competencies covered by the assessment.** Listed below are resources for review. The Microsoft Office website has several free tutorials and is a good resource for review. To access the training tutorials, Help and How To's follow the instructions included below.

1. Go to the Microsoft Office website, <http://office.microsoft.com/en-us/>
2. **Click on Support on the ribbon at the top of the page** and choose the appropriate application (Word, Excel, PPT).
3. In the search bar - where it says Search Office help, **enter the competency to be studied** (for example, create a document Word 2013) and **click on the search button** (magnifying glass).
4. **Repeat** for each software application and competency.

\* A basic search on any concept can also be done by using the search box at the very top of the Microsoft home page.

### GCF LearnFree.org – free tutorials for Word, PowerPoint and Excel

<http://www.gcflearnfree.org/word2016/>

<http://www.gcflearnfree.org/powerpoint2016/>

<http://www.gcflearnfree.org/excel2016/>

<b>Word</b>
<i>Create and Manage Documents</i> <ul style="list-style-type: none"> <li>• Create and/or open and modify a document/template</li> </ul>
<i>Format or Edit a Document Utilizing and/or Modifying</i> <ul style="list-style-type: none"> <li>• Headers/footers, background, document layout, page breaks</li> <li>• Text boxes, tables, columns</li> </ul>

<ul style="list-style-type: none"> <li>• Shapes, pictures, SmartArt, WordArt, watermark</li> <li>• Indent and paragraph alignment, line spacing, hyphenation</li> <li>• Bullets, lists, tabs</li> <li>• Spelling, grammar, word search</li> </ul>
<p><i>Prepare Document to Print</i></p> <ul style="list-style-type: none"> <li>• Save options, print options</li> <li>•</li> </ul>
<p><b>PowerPoint</b></p>
<p><i>Create and Manage a Presentation</i></p> <ul style="list-style-type: none"> <li>• Create, modify and/or customize slide show, theme, page layout</li> <li>• Insert/delete footers, outline, slides</li> </ul> <p><i>Create Slide Content</i></p> <ul style="list-style-type: none"> <li>• Insert, apply, change, and/or modify bullets, hyperlink, table, charts, SmartArt, images, pictures, transitions, animation</li> </ul> <p><i>Prepare to Present</i></p> <ul style="list-style-type: none"> <li>• Set-up timed or manual, presentation orientation,</li> <li>• Change/set-up print options</li> </ul>
<p><b>Excel</b></p>
<p><i>Create and Manage Worksheets and Workbooks</i></p> <ul style="list-style-type: none"> <li>• Change positions, screen view, gridlines</li> <li>• Find and replace, hide, unhide, freeze rows or columns,</li> <li>• Insert/delete/format, headers, footers, rows, columns, worksheets</li> </ul> <p><i>Create, Enter, and/or Modify Cells and Ranges, Formulas and Functions,</i></p> <ul style="list-style-type: none"> <li>• Use Autofill, copy, paste, insert data, modify cell style or format, alignment, merge, center</li> <li>• Use cell references, copy, MAX, Average, AutoSum, Sum, IF, conditional formatting</li> </ul> <p><i>Create Charts and Objects</i></p> <ul style="list-style-type: none"> <li>• Use data, modify components, type and orientation</li> </ul> <p><i>Prepare to Print</i></p> <ul style="list-style-type: none"> <li>• Adjust page set up, print options</li> </ul>

### How to register?

1. The CCA registration form is available on the KSD website at [www.ksd.org](http://www.ksd.org) OR contact your school counselor.
2. Registration forms are due by the deadline indicated on the form. Students may register for one assessment at a time. There are 30 stations available in each testing session; registration is on a first come first served basis. If the testing date is full, the student is registered for the next testing date and notified of the change.

### Computer Competency Assessment:

1. Plan to be at the classroom about 10 minutes prior to the assessment.
2. You must bring your student identification (photo ID) with you to the assessment at Kennewick High School, room 117.