

Computer Competency Assessment

Who should take the assessment?

Current 8th - 12th 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. A student must 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. 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. **Scroll to the bottom of the page** and click on **Browse Training** on the application to be studied (i.e. Word 2013 or Excel 2013 or PowerPoint 2013).
3. In the search bar - where it says Search all of Office.com, **enter the competency to be studied** (for example, indentation or numbering lists) and **click on the search button** (magnifying glass).
4. **Repeat** for each software application.

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

PowerPoint	Word
<ul style="list-style-type: none"> <input type="checkbox"/> Create a new presentation using design templates, add and delete slides 	<ul style="list-style-type: none"> <input type="checkbox"/> Create and/or open and modify a document using font options, alignment (justify), indentation, bullets, numbering (lists), line spacing, tabs with leaders, (tab set), borders and shading, margins and page orientation
<ul style="list-style-type: none"> <input type="checkbox"/> Modify a slide show using text formats, clipart, slide transitions, and animations, background, slide master, layout, themes, color scheme, text box, hyperlinks 	<ul style="list-style-type: none"> <input type="checkbox"/> Edit documents using find/replace, cut, copy, move (drag and drop), and paste, and spelling tools
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare slide show for presentation including order and sort, header/footer, order, sort, print, numbering 	<ul style="list-style-type: none"> <input type="checkbox"/> Format documents with columns (revise columns), tables (borders, shading, insert row, delete column), and graphics (picture, clip art, shape), text box, text wrapping, text box formatting (fill/color)

<input type="checkbox"/> Demonstrate an automatic or manual slide presentation and select print options	<input type="checkbox"/> Insert headers/footers, date, time, page numbers
Excel	<input type="checkbox"/> Prepare document to print: spell/grammar check, Save (save as) and print document options
<input type="checkbox"/> Create and modify a spreadsheet with basic formulas and functions including: add, delete, rename, move sheet, freeze panes, MIN, MAX, AVERAGE, SUBTRACT.	
<input type="checkbox"/> Align text center, merge, split	
<input type="checkbox"/> Demonstrate how to enter data and modify, move, copy a formula	
<input type="checkbox"/> Understand relative and absolute cell addresses	
<input type="checkbox"/> Use editing functions for find/replace, fill (drag and drop), cut, copy, and paste, clear,	
<input type="checkbox"/> Adjust, move, insert, and delete cells, rows and columns – row height, column width, hide/unhide	
<input type="checkbox"/> Use cell formatting options, borders, shading, and highlights, number	
<input type="checkbox"/> Create and modify charts	
<input type="checkbox"/> Create and modify tables include total row	
<input type="checkbox"/> Select header/footer and print options	
<input type="checkbox"/> Select print options (print range)	
<input type="checkbox"/> Go To and Select entire worksheet	

How to register?

1. The CCA registration form is available on the KSD website at 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.