

Proficiency Basic Word Processing Skills

Standard and Objective: Student will demonstrate a working knowledge of basic word processing functions and proofreading.		
Topic: Basic Word Processing		
Grade: 7-9		
		Demonstration of Knowledge
Score 95	Student can create a document without a template or provided structure, implementing the skills from the target goal.	
90	In addition to score 85 performance, students consistently apply all the skills in the target goal without prompting.	
Score 85	TARGET GOAL- From standard <i>Student will apply basic word processing functions using a variety of documents using the following functions: open, close, save, save as, and print; copy, paste, font, line spacing, alignment, margins, and word wrap; outlines, bullets, and numbering functions.</i>	Analysis of word processing documents produced
80	In addition to score 85 performance, student's application of basic word processing functions with partial success	
Score 75	SIMPLER GOAL- From standard (DOK 1, 2) Student will apply basic word processing function of <i>open, close, save, save as, and print; copy, and paste.</i>	
70	With prompting, student can demonstrate an understanding of basic word processing functions.	
Score 65	Student can duplicate basic word processing functions only when shown step by step	
59	Even with help, no additional understanding or skill demonstrated	