

MT. DIABLO ADULT EDUCATION
A Division of the Mt. Diablo Unified School District

COMPETENCIES FOR COMPUTER APPLICATIONS TRAINING

This certifies that

Melissa A. Naftel

Demonstrates competencies listed below with 90% accuracy or greater

Windows 7:

- ✓Name the parts of the computer
- ✓Control and use the peripheral devices
- ✓Move and resize windows
- ✓Execute software programs (word processing, spreadsheets, presentations)
- ✓Work with toolbars, dialog boxes and taskbar
- ✓Use flash drives and various storage devices
- ✓Cut, copy, and paste text
- ✓Exchange data between programs
- ✓Organize (open, save, name, rename, delete, copy, move, print) files
- ✓Customize the desktop

Microsoft Word 2010:

- ✓Open, create, save, edit and print documents
- ✓Format documents using margins, tabs, indents, spacing, cut and paste
- ✓Enhance text using attributes
- ✓Use editing tools (spell checker, find and replace, etc.)
- ✓Create and use templates
- ✓Use graphics, shapes, SmartArt, and WordArt
- ✓Create form letters and labels
- ✓Create and edit tables
- ✓Create and use styles
- ✓Use columns, textboxes, and page numbers
- ✓Create and use macros
- ✓Integrate Word with Excel and PowerPoint

Microsoft Outlook 2010

- ✓Work with email messages
- ✓Manage contact information
- ✓Create custom calendars
- ✓Create tasks, notes, and journal entries

Microsoft Excel 2010:

- ✓Create and edit spreadsheets
- ✓Format text and numbers
- ✓Create and use simple formulas
- ✓Use large worksheets
- ✓Create and use charts
- ✓Use templates and graphics
- ✓Use advanced financial formulas
- ✓Create and use macros
- ✓Use Excel's database capabilities
- ✓Link Excel and Word documents

Microsoft Access 2010:

- ✓Create a database; open an existing database
- ✓Create, modify, and print tables
- ✓Create and print a variety of queries
- ✓Create a simple form
- ✓Create, modify, and print reports

Microsoft Publisher 2010:

- ✓Navigate in Publisher
- ✓Create, edit, and print publications (business cards, flyers, brochures, and invitations)
- ✓Formatted with visual effects
- ✓Use graphics, shapes, ClipArt, WordArt, and SmartArt
- ✓Create and use templates
- ✓Create and design website for publication
- ✓Create and performed mail merge

Microsoft PowerPoint 2010:

- ✓Create a presentation
- ✓Enhance presentations using graphics, charts, tables, sound, motion, etc.
- ✓Customize a presentation using PowerPoint techniques

Competencies are based on individual and group projects, activities, and/or exit tests.