

Computer Competence

Competency 1: Ability to use presentation software

Competency	4 Thorough	3 Adequate	2 Limited	1 Weak	Unscorable
Ability to use presentation software	<p><u>Exceptionally</u> employs:</p> <p>Text elements and fonts</p> <p>Slide formats & layout tools (may include transitions and/or animations)</p> <p>Multiple types of inserted elements (such as graphs, tables, images, or hyperlinks)</p> <p>Professional and aesthetically pleasing design</p>	<p>Effectively employs:</p> <p>Text elements and fonts</p> <p>Slide formats & layout tools (may include transitions and/or animations)</p> <p>One or more types of inserted elements (such as graphs, tables, images, or hyperlinks)</p> <p>Professional and/or aesthetically pleasing design</p>	<p>Somewhat effectively employs:</p> <p>Text elements and fonts</p> <p>Slide formats & layout tools (may include transitions and/or animations)</p> <p>and/or</p> <p>Inserted elements</p> <p>Unprofessional and/or aesthetically displeasing design</p>	<p>Ineffectively employs:</p> <p>Text elements and fonts</p> <p>and/or</p> <p>Slide formats & layout tools (may include poor use of transitions and/or animations)</p> <p>or</p> <p>No types of inserted elements</p> <p>Unprofessional, cluttered, and/or aesthetically displeasing design</p>	Evidence does not measure competency

Competency 2: Ability to use spreadsheet software.

Competency	4 Thorough	3 Adequate	2 Limited	1 Weak	Unscorable
Ability to use spreadsheet software	1. Uses functions and formulas 2. Uses graphing tools 3. Uses format cells Uses text boxes, comments, or additional spreadsheet functions	1. Uses functions and formulas 2. Uses graphing tools 3. Uses format cells	Uses only 2 of the 3 required elements	Uses only 1 of the 3 required elements	Evidence does not measure competency