

Teacher Technology Survey

Name _____ School _____

Check skills you are confident in completing

Outlook

Skill	Code
Send Email	O1
Reply to email	O2
Send an attachment	O3
Open an attachment	O4
Save an attachment	O5
Use the Options to change:	
Importance	O6
Sensitivity	O7
Delivery options	O8
How to use spell and grammar check	O9
Create a contact	O10
Create a distribution list	O11
Create New Folder	O12
Save documents to an Outlook folder	O13
Use Rules Wizard for delivery options	O14
Use Public Folders	O15

Word

Skill	Code
How to format the font:	
Font type	W1
Font size	W2
Bold	W3
Italicize	W4
Underline	W5
Alignments	W6
Color	W7
Know how to use the bullet option	W8
How to customize bullets	W9
How to change line spacing	W10
Add a border to your entire page	W11
Add a border to an area of the page	W12
How to use the shading feature	W13
Know how to use the cut, copy and paste features	W14

Know how to undo and redo	W15
How to use spell and grammar check	W16
How to use the thesaurus	W17
Insert a comment	W18
Insert a table	W19
Enter data in a table	W20
Use the find feature	W21
Use the find and replace feature	W22
Changing your margins	W23
How to insert a text box	W24
How to adjust the text box size	W25
Insert text or clipart in a text box	W26
How to move your text box	W27
How to format a text box	W28
How to add and format clipart	W29
How to add symbols	W30
How to use AutoCorrect	W31
How to use AutoText	W32
How to create envelopes	W33
Insert page breaks	W34
How to use default templates	W35
How to change the printing options	W36
Know the difference Between save and Save As	W37
Know how to save using the:	
C: drive	W38
A: drive	W39
H: drive	W40
How to send a Word document via email	W41

Check skills you are confident in completing

PowerPoint

Know how to make a new slide	PT1
Know how to insert a picture for a background	PT2
Know how to utilize slide transitions	PT3
Know how to insert pictures	PT4
Know how to insert sounds	PT5
Know how to insert movies	PT6
Know how to insert tables	PT7
Know how to make a hyperlink to an Internet site	PT8
Know how to make a hyperlink to another slide	PT9
Know how to move slides within a presentation	PT10
Know how to use the "Set up Show" window for continuous loop presentation	PT11
<input type="checkbox"/> Can print slides, handouts, notes pages or outline.	PT12
Know how to make a Kiosk	PT13
<input type="checkbox"/> Know how to save as a PowerPoint Show	PT14

Excel

How to enter data using the cell and the formula bar	EX1
Change the column and row widths	EX2
Changing the format of numbers	EX3
Align numbers in a cell	EX4
Entering formulas and functions (long way)	EX5
Use the AutoSum option	EX6

Drag a formula in your worksheet	EX7
Use the average function	EX8
How to save a workbook	EX9
Know the difference between a workbook and worksheet	EX10
Insert rows or columns	EX11
Delete rows or columns	EX12
Adding one or more cells	EX13
Know how to use the AutoFill feature	EX14
Know how to generate a series of consecutive numbers	EX15
Know how to generate a series from two or more entries	EX16
Custom AutoFill	EX17
How to sort data in selected rows	EX18
Know how to use the gridline option	EX19
Know how to create gridlines using the border feature	EX20
Know how to shade and fill in colors	EX21
Know how to use the AutoFormat option	EX22
Know how to merge and center cells	EX23
Know how to align cells	EX24
Know how to hide and reveal	EX25
columns and rows	EX26
Use the page break feature	EX27
Know how to print a part of your worksheet	EX28
Renaming a worksheet	EX29
Adding and deleting a worksheet	EX30
Know how to move a worksheet	EX31

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	Know how to copy a worksheet	EX32
	Know how to make a picture a background	EX33
	Know how to add and edit a comment	EX34

MICLiMB

	Know how to update MICLiMB	MI1
	Know how to Browse	MI2
	Know how to Search	MI3
	Know how to use Glossary	MI4
	Know how to Copy Content Window to Word	MI5
	Know how to use Alt + Tab to switch programs	MI6
	Know how to use Ctrl + Esc to bring up Start Menu	MI7

Internet

	Know how to use Ctrl + Esc to bring up Start Menu	IE1
	Know how to save a web page	IE2
	Know how to send a shortcut of a web page to the desktop	IE3
	Know how to download a .zip file	IE4
	Know how to install a .zip file	IE5
	Know how to use the Teacher Resources on the Sturgis Home Page	IE6
	Know how to do an advanced search	IE7
	Know how to search for Web Quests	IE8
	Print a selection from a web page.	IE9
	Print a web page	IE10

Teacher Website

	Have signed web guidelines contract for teachers	WB1
	Know how to create a new page	WB2
	Know how to make a hyperlink	WB3
	Know how to use templates	WB4
	Know how to use save pictures to the images folder	WB5
	Know how to post to server	WB6

PowerGrade

	Know how to load PowerGrade to your Tablet	PG1
	Know how to set up Categories	PG2
	Know how to set up assignments	PG3
	Know how to set up grade scale	PG4
	Know how to create and edit reports	PG5
	Know how to use Alt to open multiple data files	PG6

Check skills you are confident in completing

SmartBoard/Mimio

Know how to connect it to your Tablet and projector	SM1
Know where to store markers and erasers	SM2
Know how to use Standard and Fine Orientation	SM3
Know how to use the Floating tools <input type="checkbox"/> Pen <input type="checkbox"/> Highlighter <input type="checkbox"/> Eraser <input type="checkbox"/> Right Mouse <input type="checkbox"/> Draw filled Rectangle <input type="checkbox"/> Screen Pointer <input type="checkbox"/> Restore Annotations <input type="checkbox"/> Clear Annotations <input type="checkbox"/> Use Mouse Curser <input type="checkbox"/> Customize Floating tools <input type="checkbox"/> Save Customized tools to your profile	SM4
Know how to use the on-screen keyboard	SM5
Know how to use the Notebook to save notes	SM6
Know how to control a PowerPoint Presentation	SM7
Know how to get online lesson plans	SM8

Digital Camera

Know where your schools digital cameras are	DC1
Know how to take a picture	DC2
Know how to save a picture	DC3
Know how to crop a picture	DC4
Know how to Print a Picture	DC5
Know how to email a picture	DC6

Scanner

Know how to scan a picture to file	SC1
Know how to scan a document to a OCR file	SC2
Know how to save your scanned file	SC3

Tablet PC

Know how to connect to Sturgis Public School network via hard wire	TPC1
Know how to connect to Sturgis Public School network via wireless network card	TPC2
Know how to change Power Options settings	TPC3
Know how to install software	TPC4
Know how to charge your battery	TPC5
Know how to connect a data projector to your Tablet	TPC6
Know how to connect a mouse and keyboard to your Tablet	TPC7
Know how to connect a monitor to your Tablet	TPC8
Know how to change your floppy and CD ROM drive	TPC9
Know procedure for getting Tablet fixed.	TPC10

Check skills you are confident in completing

General Computer Knowledge

Know your computer anatomy <input type="checkbox"/> A: Drive <input type="checkbox"/> C: Drive <input type="checkbox"/> CD ROM <input type="checkbox"/> H: Drive <input type="checkbox"/> J: Drive <input type="checkbox"/> S: Drive <input type="checkbox"/> Where your monitor connects to computer	GCK1
Know how to safely remove hardware	GCK2
Know how to install a network printer	GCK3
Know how to send in a work request	GCK4
Know how to check on the status of your work request	GCK5

Palm Computer

Know how to use backlight	PDA1
Know how to charge your Palm	PDA2
Know how to sync	PDA3
Know how to add programs via sync	PDA4
Know how to beam programs	PDA5
Know how to beam documents	PDA6
Know how to create a Word Document on your Palm	PDA7
Know how to sync a document to your computer	PDA8
Know how to add a document to your palm from Doc's to Go	PDA9

Know how to use the external keyboard	PDA10
Know how to use the Prefs program	PDA11
Know how to add addresses to the address book	PDA12
Know how to make and edit categories	PDA13
Know how to use the address book as a searchable database	PDA14
Know how to make appointments	PDA15
Know how to set an alarm for an appointment	PDA16
Know where resources are for handhelds in the classroom	PDA17
Palm Programs to know <input type="checkbox"/> BeamPro <input type="checkbox"/> Bubble Blasters <input type="checkbox"/> Documents To Go <input type="checkbox"/> FlingIt <input type="checkbox"/> Giraffe <input type="checkbox"/> Hungman <input type="checkbox"/> InfraChat <input type="checkbox"/> MathCard <input type="checkbox"/> Palm Reader <input type="checkbox"/> Quizzler <input type="checkbox"/> Sketchy	PDA18
Know how to connect and use Science Probes	PDA19