



## TECHNOLOGY OLYMPICS SKILLS – COMPUTER ACCESS

Teachers must provide information about the specific access mode (i.e. JAWS, Window Eyes, Big Shot, MaGic, ZoomText, and Windows Accessibility Options) on the student's application for this event. Students must know what they use to access the computer and be able to make their own adjustments to speech, magnification, and other settings within the means of access they use.

### WORD -

#### **Beginning Level (previously Computer Access Level 1)- Writing, Printing (2<sup>nd</sup> grade reading level)**

Elementary TEKS (Texas Essential Knowledge and Skills) for Technology Applications K-Grade 2\* used to develop event:

\*TEKS 126.2 (b) start and exit programs as well as create, name, and save files.

126.2 (2 B) Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns as grade-level appropriate.

126.2 (2C) Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate.

126.2 (2D) produce documents at the keyboard, proofread, and correct errors

126.2 (2E) use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate.

126.2 (11 B) Publish information in a variety of media including, but not limited to, printed copy or monitor display

\* Texas Administrative Code (TAC), Title 19, Part II

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications, Texas Education Agency, 2001.

Students will be required to

1. Open a Word document to record answers.
2. Type student number and title, Word B, on top line.
3. Follow directions from print, Braille, or tape.
4. Write a list of words (2<sup>nd</sup>-3<sup>rd</sup> grade level) and up to 5 simple sentences with some capital letters and punctuation (periods and question marks).
5. Print the document for the judges.

#### **Intermediate Level (previously Computer Access Level 2) - CD Access, Editing and Printing (5<sup>th</sup> grade reading level)**

Middle School TEKS (Texas Essential Knowledge and Skills) for Technology Applications 3-5\* used to develop this event:

\*Elementary Grades 3-5:

Foundations:

126.3(b)1 – The student demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.

The student is expected to:

- (A.) use technology terminology appropriate to the task;

- (B) save and delete files, uses menu options and commands, and work with more than one software application; and
  - (E) access remote equipment on a network such as a printer or other peripherals.
- 126.3(b)2 – The student uses data input skills appropriate to the task. The student is expected to:
- (B.) use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns;
  - (C) demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate;
  - (D) produce documents at the keyboard, proofread, and correct errors;
  - (E) use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate; and
  - (F) demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction.

Solving Problems:

126.3(b)7 – The student uses appropriate computer-based productivity tools to create and modify solutions to problems. The student is expected to:

- (B) Use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia; and

Communication:

126.3(b)11 – The student delivers the product electronically in a variety of media, with appropriate supervision. The student is expected to:

- (A) Publish information in a variety of media including, but not limited to, printed copy, monitor display, Internet documents, and video.

\* Texas Administrative Code (TAC), Title 19, Part II

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications, Texas Education Agency, 2001.

See Keyboarding Skills sheet for information about timed keyboarding test.

Students will be required to

1. Open a Word document on CD.
2. At the top of the document write student number and Word Intermediate.
3. Plan, create, edit and print thank you letters.
4. Use an accepted letter format. You may use the letter wizard to create your letters and envelopes.
5. Compose letters to two sponsors. The same information may be used in part in the body of the letters.
6. Use only first name in the letter closing and 904 Abrams, Dallas, TX for the return address. Information such as sponsor addresses and what they have provided will be supplied.
7. Print letters and envelopes (#10 size) to a networked printer.

All paper and envelopes will be supplied.

## **INTERNET - Intermediate (previously Computer Access Level 3)**

The following TEKS (Texas Essential Knowledge and Skills) for Technology Applications were used in developing this event.

\*126.2. Technology Applications, Kindergarten-Grade 2.

- (2) Foundations. The student uses data input skills appropriate to the task. The student is expected to:
  - (A) use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen;

(4) Information acquisition. The student uses a variety of strategies to acquire information from electronic resources, with appropriate supervision. The student is expected to:

- (A) apply keyword searches to acquire information; and
- (B) select appropriate strategies to navigate and access information for research and resource sharing.

\* Texas Administrative Code (TAC), Title 19, Part II

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications, Texas Education Agency, 2001.

1. Access the Internet.
2. Read questions and Internet information on the 5<sup>th</sup> – 6<sup>th</sup> grade level.
3. Open a Word Document to record answers.
4. Look up specific information on the Internet using search engines.
5. Access the keyboard to enter appropriate key words to search engine.

NOTE: Subjects will include geography, history, science, literature, services for visually impaired persons, and looking up telephone numbers.

6. On answer document type student number and name of test. Number all answers to correspond to questions.
7. There will be 17 questions with three having two part answers.

Prior to beginning this part of the event students will take participate in a keyboarding activity to record words per minute and accuracy. (See the Keyboarding Skills sheet for additional information.)

It is the policy of Region 10 Education Service Center not to discriminate on the basis of race, color, national origin, gender or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended. Region 10 Education Service Center will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational programs and services.