



TECHNOLOGY OLYMPICS SKILLS - LAPTOP

These are the skills needed to achieve the highest rating possible on laptop tests.

PLEASE NOTE: All levels build on the previous level.

LEVEL 1:

Students will be asked to type a poem of 125-150 words in length. Needed skills include: centering, underlining, returning to left alignment, inserting words or phrases, deleting words or phrases, proofreading, saving, and printing. Reading level is approximately 3rd grade.

LEVEL 2:

Students will be asked to type a multi-stanza poem which is out of order. They will then create a second page in the file and copy the poem to page 2. On the second page, they will make several editing changes including: cutting and pasting blocks of text, changing the font style and size, using find and replace, and bolding text. Reading level is approximately 3rd grade.

LEVEL 3:

Students will be asked to create and fill a table in a word-processing document. On the second task, students will copy a short letter in business format, and print an envelope with the given address. Reading level is approximately 5th grade.

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.