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Date: September 8, 2010

NB! Convert to PDF.

Check :

	Yes	No
I know how to turn on/off the computer.	√	
I know how to open a software program.	√	
I know how download/upload programs from the internet	√	
I know how to create/organize folders/files on my computer's hard drive	√	
I know how to save a file.	√	
I know how to safely name the document	√	
I know how to print a document.	√	
I know how to apply bold face to text.	√	
I know how to apply <i>italics</i> to text.	√	
I know how to <u>underline</u> text.	√	
I know how to change font size.	√	
I know how to change font color.	√	
I know how to highlight text.	√	
I know how to use WordArt		√
I know how to insert a clipart image		√
I know how to insert the hyperlink		√
I know how to copy/paste/save an image from the web	√	
I know how to Format a document, Use "cool" frames		√
I know how to use shapes, lines, Text Box to create appealing posters, learning materials, etc.		√
I know how to scan documents and save them on the hard/flash drive	√	
I am experienced with the internet.		
I know how to upload/download doc and attach it to the e-mail	√	
I know how to use search engines/I know how to bookmark/organize sites in my favorites		
I know what Web 2.0 means	√	
Please check the software you have used in the past:		
Excel√	Power Point√	Firefox Mozilla√
Word√	Publisher	Internet Explorer√

Provide a brief plan for learning about what you are not familiar with here:

I will ask someone to help me learn how to use “Word Art”, how to inset a hyperlink, how to format a document and use cool frames and how to use shapes, lines, and text box to create appealing posters and learning materials.

Since completing this survey, **but before turning it in**, I learned to use “Word Art”, insert “cool” frames, use shapes, lines and text boxes. I did not change my responses because I’m proud of what I’ve learned and I want to show that I am actively seeking new knowledge of the technology we are using.