

Technology Applications Inventory

Domain: Foundations

| | YES | NO |
|---|--------------------------|--------------------------|
| 1. I understand the difference between operating systems. (c-I-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I can create and save files that can be used cross platform. (c-I-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I can work in a networked community (share files, applications and print) on a local or wide area network. (c-1-B, c-1-D, c-1-F, c-1-H, c-1-I) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I understand the differences between primary memory and secondary storage. (c-1-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I can determine the amount of RAM installed in my computer and the RAM requirements necessitated by programs I use. (c-1-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I can distinguish among the variety of secondary storage devices and determine the most appropriate for my needs. (c-1-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I am familiar with a variety of productivity tools (text editors, graphic, information resources) and can select and use the software for a defined task. (c-1-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I can delineate between the various digital file formats including, but not limited to, .wav, .mid, .au, .doc, .txt, .gif, .jpg, .mov, .cwk. (c-1-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I can perform basic software application functions including, but not limited to, creating, modifying, printing, and saving files. (c-1-F) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I know the difference between analog and digital technology and can interface the two appropriately. (c-1-G) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I understand and use Internet terminology appropriately such as electronic mail, URLs, LANs, WANs, WWW, HTML, intranet. (c-1-H) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I am proficient in the use of a variety of input devices such as mouse/track pad, keyboard, microphone, digital camera, scanner, modems, laser discs, CD-ROM. (c-2-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I can keyboard proficiently. (c-2-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I use correct digital keyboarding standards such as one space after punctuation, em/en dashes, smart quotation marks. (c-2-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. I can capture digital files (scanner or camera) while conserving memory and retaining image quality. My digital files are seldom over 125k. (c-2-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. I know that all work is copyrighted. (c-3-A, c-3-C) | <input type="checkbox"/> | <input type="checkbox"/> |

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| 17. I am aware of the Copyright Law of 1976 (including the fair use section 107), the Fair Use Guidelines for Multimedia, and know and abide by Acceptable Use Procedures. (c-3-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. I know the proper way to make citations of all copyrighted material. (c-3-A, (c-3-B, c-3-C) | <input type="checkbox"/> | <input type="checkbox"/> |

Domain: Information Acquisition

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| 19. I can locate and acquire desired information on LANs and WANs including the Internet and an intranet. (c-4-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. I know the difference between a directory and a search engine on the Internet. (c-4-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. I understand and use Boolean search strategies. (c-4-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. I can identify, create, and use a variety of text files. (c-5-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. I understand the difference between and use appropriately vector graphic files and bit-mapped graphic files. (c-5-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. I can identify, create, and use image, audio, and video files. (c-5-A, c-5-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. I can access and use online help and other documentation. (c-5-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. I can determine and employ methods to evaluate electronic information for accuracy and validity. (c-6-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. I can resolve information conflicts and validate information through accessing, researching, and comparing data. (c-6-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. I know how to identify the source, location, media type, relevancy, and content validity of available information. (c-6-C) | <input type="checkbox"/> | <input type="checkbox"/> |

Domain: Solving Problems with Technology Tools

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| 29. I can plan, create, and edit documents created with a word processor. (c-7-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. I understand the readability issues regarding different font types. (c-7-A) | <input type="checkbox"/> | <input type="checkbox"/> |

| | YES | NO |
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| 31. I can correctly use the four types of tab settings, margin settings (including first line and hanging indents), and page alignment. (c-7-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. I can plan, create, and edit spreadsheet documents using all data types, formulas and functions, and chart information. (c-7-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. I can plan, create, and edit databases by defining fields, entering data, and designing layouts appropriate for reporting. (c-7-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. I can create linear and non-linear multimedia projects incorporating text, audio, video, and graphics. (c-7-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. I can create a document using desktop publishing techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats. (c-7-E) | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. I can differentiate between and demonstrate the appropriate use of a variety of graphic tools found in draw and paint applications. (c-7-F) | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. I can integrate two or more productivity tools into a document including, but not limited to, charts and graphs, graphics from paint or draw, and mail merge. (c-7-G) | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. I use interactive virtual environments, appropriate to level, such as virtual reality or simulations. (c-7-H) | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. I use technical writing strategies to create products such as technical instructional guides. (c-7-I) | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. I integrate language arts, mathematics, science, and social studies into my technology products. (c-7-J) | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. I participate with electronic communities as a learner, initiator, contributor, and teacher/mentor. (c-8-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. I complete tasks using technological collaboration such as sharing information through on-line communications. (c-8-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. I use groupware, collaborative software, and productivity tools to create products. (c-8-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. I integrate acquired technology applications skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the language arts, science, mathematics, and social studies curricula. (c-8-E) | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. I design and implement procedures to track trends, set timelines, and review/evaluate progress for continual improvement in process and product. (c-9-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. I resolve information conflicts and validate information through research and comparison of data. (c-9-B) | <input type="checkbox"/> | <input type="checkbox"/> |

Domain: Communication

YES NO

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| 47. I use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, and reports. (c-10-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. I demonstrate the use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts. (c-10-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. I create a variety of spreadsheet layouts containing descriptive labels and page settings. (c-10-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. I use fonts, types, and sizes of fonts, as well as effective use of graphics and page design to effectively communicate. (c-10-D) | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. I match the chart style to the data when creating and labeling charts. (c-10-E) | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. I publish in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video. (c-11-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. I design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics. (c-11-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. I use telecommunication tools for publishing such as Internet browsers, video conferencing, or distance learning. (c-11-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. I design and implement procedures to track trends, set timelines, review, and evaluate products using technology tools such as database managers, daily/monthly planners, and project management tools. (c-12-A) | <input type="checkbox"/> | <input type="checkbox"/> |
| 56. I determine and employ technology specifications in the form a established criteria or rubrics to evaluate projects for design, content delivery, purpose, and audience. (c-11-B) | <input type="checkbox"/> | <input type="checkbox"/> |
| 57. I select representative products to be collected and stored in an electronic evaluation tool (portfolio). (c-12-C) | <input type="checkbox"/> | <input type="checkbox"/> |
| 58. I evaluate products for relevance to the assignment or task. (c-12-D) | <input type="checkbox"/> | <input type="checkbox"/> |