Longview Independent School District
Technology Proficiency I (Paraprofessional)
2004 - 2005

- ❑ All Longview ISD educational staff members, professionals and paraprofessionals, employed prior to May 1, 2005, are responsible for successfully completing all components of Technology Proficiency I by May 30, 2005.
- ❑ Each component of Proficiency I will be a separate test.
- ❑ Individuals will earn one hour of credit for mastery of each test.
- ❑ Completion of Technology Proficiency 1 and four additional hours of technology training earned during the 2004 – 05 school year will replace one comp day scheduled for May 31, 2005.

Operating a Computer in LISD Checklist	**Email (Microsoft Outlook Web Access) Checklist**	**Word Processing (MS Word) Checklist**
❑ Sign the Employee Agreement for Acceptable Use ❑ Start up and shut down computer system ❑ Log in and out of the LISD network ❑ Create and save a text file to my H drive ❑ Locate and open a given file on a networked drive ❑ Minimize, maximize, close a window ❑ Resize and move a window ❑ Copy a file from a floppy to my H drive and vice versa ❑ Create subfolder(s) within my H drive ❑ Delete files from my H drive ❑ Select and backup multiple files from my H drive to a floppy ❑ Demonstrate the ability to view extensions ❑ Identify types of file extensions ❑ Use correct file naming procedures ❑ Rename a document without opening it ❑ Select correct printer	❑ Log in to email ❑ Save a message ❑ Reply to a message ❑ Permanently delete a message from the inbox and sent items folders ❑ Attach a Word file to an email message ❑ Attach a picture file to an email message ❑ Download and open an attached file (Word, pdf, jpg) ❑ Create a new Contact ❑ Address a message from my Contacts list	❑ Utilize font formatting options ❑ Adjust alignment and line spacing ❑ Insert page numbering and symbols ❑ Adjust margins ❑ Insert headers/footers ❑ Include bulleted/numbered text ❑ Set tabs and tab leaders ❑ Copy and paste text from another source such as the Internet ❑ Insert clip art ❑ Insert picture from file ❑ Format clip art ❑ Insert Word Art ❑ Printing o Printing properties o Print designated pages ❑ Show/Hide invisibles ❑ View Toolbars

Test	**Date Mastered**
Operating a Computer in LISD	
Email	
Word Processing	
Total Hours	3

Technology Training Sessions	**Date Attended**
Total Hours	4

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