

**Longview Independent School District
Technology Proficiency I (Professional)
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 I 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 (MS Outlook) Checklist	Word Processing (MS Word) Checklist
<ul style="list-style-type: none"> <input type="checkbox"/> Sign the Employee Agreement for Acceptable Use <input type="checkbox"/> Start up and shut down computer system <input type="checkbox"/> Log in and out of the LISD network <input type="checkbox"/> Create and save a text file to my H drive <input type="checkbox"/> Locate and open a given file on a networked drive <input type="checkbox"/> Minimize, maximize, close a window <input type="checkbox"/> Resize and move a window <input type="checkbox"/> Copy a file from a floppy to my H drive and vice versa <input type="checkbox"/> Create subfolder(s) within my H drive <input type="checkbox"/> Delete files from my H drive <input type="checkbox"/> Select and backup multiple files from my H drive to a floppy <input type="checkbox"/> Demonstrate the ability to view extensions <input type="checkbox"/> Identify types of file extensions <input type="checkbox"/> Use correct file naming procedures <input type="checkbox"/> Rename a document without opening it <input type="checkbox"/> Select correct printer 	<ul style="list-style-type: none"> <input type="checkbox"/> Log in to email using MS Outlook <input type="checkbox"/> Toggle Preview Pane, Folder List, AutoPreview <input type="checkbox"/> Create a new folder under Personal Folders list in my H: drive <input type="checkbox"/> Move (save) a message to a folder under Personal Folders List in my H drive <input type="checkbox"/> Send an email message <input type="checkbox"/> Reply to a message <input type="checkbox"/> Send a message marked for Read Receipt <input type="checkbox"/> Permanently delete a message from the inbox/sent items <input type="checkbox"/> Save a message as a draft to be completed at a later date <input type="checkbox"/> Retrieve a saved message from a Personal Folder <input type="checkbox"/> Attach a Word file to an email message <input type="checkbox"/> Attach a picture file to an email message <input type="checkbox"/> Download and open an attached file (Word, pdf, jpg) <input type="checkbox"/> Address a message from my Contacts list or from the LISD Global Address List <input type="checkbox"/> Create a new Contact 	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize font formatting options <input type="checkbox"/> Adjust alignment and line spacing <input type="checkbox"/> Insert page numbering and symbols <input type="checkbox"/> Adjust margins <input type="checkbox"/> Insert headers/footers <input type="checkbox"/> Include bulleted/numbered text <input type="checkbox"/> Set tabs and tab leaders <input type="checkbox"/> Copy and paste text from another source such as the Internet <input type="checkbox"/> Insert clip art <input type="checkbox"/> Insert picture from file <input type="checkbox"/> Format clip art <input type="checkbox"/> Insert Word Art <input type="checkbox"/> Printing <ul style="list-style-type: none"> <input type="checkbox"/> Printing properties <input type="checkbox"/> Print designated pages <input type="checkbox"/> Show/Hide invisibles <input type="checkbox"/> 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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