

STUDENT ACHIEVEMENT RECORDING PROCESS (SARP)

INTRODUCTION TO COMPUTER APPLICATIONS (CO101)

STUDENT NAME: _____

PROGRAM: _____

TASK DESCRIPTION	PROFICIENCY		INSTRUCTOR INITIALS
	YES	NO	
GROUP A: COMPUTER BASICS			
1. Define the term computer and discuss the four basic computer operations: input, processing, output, and storage devices.			
2. Define data and information.			
3. Describe the use of hard disks and other storage media devices.			
4. Discuss computer software and explain the different types.			
5. Explain how to purchase a personal computer.			
GROUP B: BASICS OF WINDOWS OS AND OFFICE APPLICATIONS			
1. Launch a Microsoft Windows OS, log on to the computer, and identify the objects on the desktop.			
2. Perform the basic mouse operations.			
3. Display the Start menu and start an application program.			
4. Open, minimize, maximize, restore, move, size, scroll, and close a window.			
5. Display drive and folder contents.			
6. Create a folder.			
7. Copy, move, rename, and delete files.			
8. Search for files using a word or phrase.			
9. Log off from the computer and turn it off.			
GROUP C: WORD PROCESSING			
1. Start and quit Word.			
2. Describe the Word window.			
3. Enter text in a document.			
4. Check spelling as you type.			
5. Save a document.			
6. Format text and paragraphs.			
7. Undo and redo commands or actions.			
8. Insert clip art in a document.			
9. Print a document.			
10. Open a document.			
11. Change the margin settings and line spacing in a document.			
12. Use a header to number pages.			
13. Modify paragraph indentation.			
14. Add a footnote to a document.			
15. Count the words in a document.			
16. Insert a manual page break.			
17. Create a hyperlink.			
18. Use print preview.			

19. Collect and paste using the Clipboard task pane.			
20. Create and insert an AutoText entry.			
21. Insert a Word table, enter data into a table, and format the table.			
GROUP D: SPREADSHEETS			
1. Start, quit, and describe a worksheet.			
2. Enter text and numbers into cells.			
3. Be able to sum a range of cells.			
4. Copy a cell to a range of cells using the fill handle.			
5. Format a worksheet.			
6. Save, print, and open a workbook.			
7. Enter formulas and know the basics such as Average, Max, and Min.			
8. Change the width of a column and height of a row.			
9. Check the spelling of a worksheet.			
10. Print a partial or complete worksheet.			
11. Rename sheets in a workbook.			
12. Rotate text in a cell.			
13. Copy, paste, insert, and delete cells.			
14. Format numbers using format symbols.			
15. Show and format the system date.			
16. Change the worksheet view.			
GROUP E: PRESENTATIONS			
1. Start, customize, and describe the presentation tool.			
2. Select a design template.			
3. Create a title slide and text slides with single and multilevel bulleted lists.			
4. Change the font size and style.			
5. Save and end a slide show.			
6. View a presentation in a slide show view.			
7. Display and print a presentation in black and white.			
8. Start and customize a new slide show from an outline.			
9. Insert and move clip art and change its size.			
10. Add a header and footer to outline pages.			
11. Print a presentation outline.			
GROUP F: DATABASE			
1. Describe databases and database management systems.			
2. Create a database, a table, and add records.			
3. Print the contents of a table.			
4. Create and use a query.			
5. Design a database to eliminate redundancy.			
6. Run and print query results.			
7. Use text and numeric data in criteria.			
8. Sort data and join tables in queries.			
9. Perform calculations in queries.			
10. Add, change, delete, filter, sort, and search records.			
11. Format a datasheet.			

(Instructor's Signature)

(Date)