

Skills Needed to Operate Equipment

Student's name: _____

Instructor's name _____

Training date(s) _____

Name and version of device _____

The following checklist will serve as an indicator of the tasks that this student has learned:

- * I - independently performs task
 - * N - uses notes ()% of the time to complete tasks
 - * V - needs verbal coaching ()% of the time to complete task
 - * U - unable to consistently perform the task assigned
 - * — student has not been shown that particular feature of the device

Major Components

The student can

- identify and locate all the alpha keys
 - identify and locate all the number keys
 - identify and locate the special function keys such as help
 - identify and connect the power charger
 - describe and perform the charging procedure
 - state name and manufacturer of device
 - find information in the manual
 - get technical support

Operating the Menus

The student can

- select menu choices
 - exit menus and return to document

Creating and Writing a File

The student knows the procedures for

- creating a new file
 - opening an existing file

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Skills Needed to Operate Equipment (Continued)

	Pretest Date						Posttest Date
— describing the cursor and its function							
— moving the cursor to the top or bottom of a file							
— quitting and saving a file							
Editing Command							
The student knows the procedures for							
— positioning the cursor for properly inserting letters, words, and sentences							
— deleting the current word							
— deleting the current character							
— deleting the previous character							
— deleting to the end of a sentence							
— deleting to the end of a paragraph							
— deleting from the cursor to the end of a file							
New Pages, Search Procedures, and Place Markers							
The student knows the procedures for							
— starting a new page							
— searching forward for a specific string of text							
— searching backward for a specific string of text							
— searching and replacing text forward							
— searching and replacing text backward							
Operating the Disk Drive							
The student knows the procedures for							
— touching the disk properly without affecting its storage capability							
— positioning and inserting a disk							
— formatting a disk							
— removing the disk safely from the disk drive							

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Skills Needed to Operate Equipment (Continued)

	Pretest Date						Posttest Date
— setting the write-protect tab on the diskette							
— transferring files between the device and the disk drive							
File Commands							
The student knows the procedure for							
— reading the disk directory							
— reading subdirectories on disks							
— spelling file names or directory names							
— copying from disk to memory							
— erasing files from memory or disk							
— renaming files							
Printing a File							
The student knows the procedure for							
— loading the paper into the printer							
— connecting the printer cables to the device and the printer							
— selecting a specific print driver (if appropriate)							
— printing a single page							
— printing multiple pages							
— printing a single file							
— printing groups of files							
Calculator Functions							
The student knows the procedures for							
— entering and exiting the calculator mode							
— entering calculations							
— operating adding, subtracting, multiplying, and dividing fractions							
— operating negation, percentages, and parentheses							
— operating trigonometric functions (if available)							

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Skills Needed to Operate Equipment (Continued)

Pretest Date					

Posttest Date

- operating the square and square-root functions (if available)
- operating the logarithmic functions (if available)
- operating the power and root functions (if available)

Advanced Editing Features

The student knows the procedures for

- moving a block of text
- copying a block of text
- deleting a block of text
- merging documents
- centering text
- underlining text
- making a line right justified
- moving to the start of the next line
- moving to the next tab setting
- inserting the time and date into a file
- inserting the calculated result
- editing directly from disk
- exiting a file without saving text

Other Features

The student knows the procedures for

- using spell checking, if available
- adding, deleting, and changing a word in the dictionary
- saving and retrieving a dictionary file to disk
- deleting the current dictionary
- running another application program
- setting the time and date

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Skills Needed to Operate Equipment (Continued)

	Pretest Date						Posttest Date
—formatting disks							
—renaming disks							
—copying disks							
Using the Help Key							
The student knows the procedures for							
—entering and exiting the help mode							
Miscellaneous							
The student knows the procedures for							
—reinitializing, resetting, warm-booting the device							
—installing new application programs							
—updating software							

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