

## 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

	Pretest Date						Posttest Date
<b>Major Components</b>							
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							
<b>Operating the Menus</b>							
The student can							
— select menu choices							
— exit menus and return to document							
<b>Creating and Writing a File</b>							
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								
<b>Editing Command</b>								
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								
<b>New Pages, Search Procedures, and Place Markers</b>								
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								
<b>Operating the Disk Drive</b>								
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								
<b>File Commands</b>								
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								
<b>Printing a File</b>								
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								
<b>Calculator Functions</b>								
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)									
<b>Advanced Editing Features</b>									
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									
<b>Other Features</b>									
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								
<b>Using the Help Key</b>								
The student knows the procedures for								
—entering and exiting the help mode								
<b>Miscellaneous</b>								
The student knows the procedures for								
—reinitializing, resetting, warm-booting the device								
—installing new application programs								
—updating software								