

# CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: \_\_\_\_\_ Course: Computer Technology II  
School: \_\_\_\_\_ Test Number: 251  
# Students in course: \_\_\_\_\_ Date: \_\_\_\_\_  
# Students tested: \_\_\_\_\_  
# Students who passed performance objectives at or above 80%: \_\_\_\_\_

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use the following features in at least two software applications:
  - Graphic objects
  - Headers and footers
2. Use word processing software to create:
  - Reports that include
    - page numbers, header or footer, section/page break(s),
    - in-text citations, footnotes/endnotes, and works cited/bibliography.
  - Table with merged/split cells, borders and shading, and sorted data (this table may be included in reports, letters, etc.).
  - Mail merged letter with envelopes or labels
3. Use spreadsheet software to create:
  - Workbooks (with two or more worksheets) that include:
    - references to other worksheet cells in the workbook
    - formulas with absolute and relative cell references
    - functions including IF, PMT, VLOOKUP, and HLOOKUP
    - print options including formulas, gridlines, row/column headings, scaling
  - Charts
    - pie, bar, column, line, etc.
    - formatted
  - Worksheet with database features
    - Sort on multiple fields
    - Filter
    - Subtotals
4. Use presentation software to create:
  - Slide shows, demonstrating professional quality design following generally accepted presentation guidelines, that include:
    - transitions with automatic timing
    - custom animations
    - objects (charts, diagrams, tables, sound, movie)
    - links and action buttons
  - Speaker notes
5. Use database software to create:
  - Tables that include:
    - Primary key
    - Change field names and properties
  - Queries that include:
    - Criteria (text, wildcard, numeric)
    - Sort
  - Reports
6. Complete a project that combines the use of word processing, spreadsheet, and electronic presentation software.

Each performance is documented and kept on file by the teacher for two years.

(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_