

*Print This Three-Page Document by Clicking on the Adobe Print Icon  
on the Adobe Toolbar of this Website*  
*You will need to refer to these pages to do the assessment that you obtain  
from [steve.jarrett@cesu.k12.vt.us](mailto:steve.jarrett@cesu.k12.vt.us).*

## **Basic Computer Skills Mastery: Word Processing (Actual Assessment)**

**Directions:** Reformat a given text. The text can be obtained by writing to [steve.jarrett@cesu.k12.vt.us](mailto:steve.jarrett@cesu.k12.vt.us). Save or drag the attachment to your computer. Reformat it so that it looks like page 2 of this document. Use page 3 of this document to see the specifics of the formatting. *Be sure to spell-check the document.* E-Mail the finished document as an attachment to [steve.jarrett@cesu.k12.vt.us](mailto:steve.jarrett@cesu.k12.vt.us).

**DO NOT** copy and paste the text to another page. Reformat it on the sheet that you downloaded and saved.

### **Skills**

- Set different fonts
- Set different font sizes
- Set bold, italics and underlined
- Set 1.5 or double spacing
- Cut and paste
- Set justification (left, right, centered or justify)
- Insert automated page number and date
- Set margins
- Set paper orientation (portrait or landscape)
- Insert graphics

# Executive Summary

## Teacher Responses to Survey: Computer Use in Your Classroom



March 5, 2003

Staff members in the MMUSD were asked to complete a survey about computer use in their classrooms and elsewhere. This page summarizes the results in written form. Attached are graphs of responses to eight of the 11 questions. Three pages of comments in response to question 11 are also attached.

As with most surveys, the results can lead to follow-up questions and the future rewording of some ambiguous questions. Despite this situation, the survey provides valuable data to people who must make plans and decisions around information technology.

Q10. Do you find the speed of the Internet at your school \_\_\_\_\_ to meet the needs of the students?

A10. 83% of MMUHS teachers completed the blank with "a little too slow" or "way too slow." 62% of BRMS and 51% of CHMS teachers responded the same way as MMUHS.

*Q11. Do you have any comments or qualifications about your answers that you would like to add here?*

*A11. Some of the major themes are (please see attached sheets for all of the comments):*

- *Increased internet speed is needed.*
- *More classroom computers are wanted.*
- *Reliable and modern computers are wanted in the classrooms.*

# Executive Summary

Bold, Centered,  
Times New Roman  
Font, Size 28

## Teacher Responses to Survey: Computer Use in Your Classroom

Times New Roman  
Font, Size 12

Auto-Date, Size 12,  
Times New Roman Font,  
Left Justified

Bold, Centered,  
Book Antiqua  
Font, Size 16

Insert clip art of  
your choice, right  
justified



March 5, 2003

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Bulleted

Monotype  
Corsiva Font,  
Size 16,  
Italicized, first  
line indent at 1",  
all other indents  
set at .5"

Arial Font,  
Size 12,  
Underlined,  
first line  
indent at 1",  
all other  
indents set  
at .5"

**Remember to Spell Check**

Auto Page Number