COMPUTER LITERACY RUBRIC

Hardware and Software Concepts

5. Demonstrates proficient understanding in all areas of hardware concepts, software concepts, the Windows operating system, and various computer networking technologies, such as the Internet and email.

4.

3. Demonstrates average understanding in most areas of hardware concepts, software concepts, the Windows operating system, and various computer networking technologies, such as the Internet and email.

2.

1. Demonstrates little to no understanding in any areas of hardware concepts, software concepts, the Windows operating system, and various computer networking technologies, such as the Internet and email.

Word Processing Software

5. Demonstrates proficient skill and knowledge in all areas of templates, layouts, text formatting, styles, themes, and managing research sources using word processing software.

4.

3. Demonstrates average skill and knowledge in most areas of templates, layouts, text formatting, styles, themes, and managing research sources using word processing software.

2.

1. Demonstrates little to no skill or knowledge in any areas of templates, layouts, text formatting, styles, themes, and managing research sources using word processing software.

Presentation Software

5. Demonstrates proficient skill and knowledge in all areas of slide creation, slide transition, bullet animation, graphics illustration and overall presentation design using presentation graphics software.

4.

3. Demonstrates average skill and knowledge in most areas of slide creation, slide transition, bullet animation, graphics illustration and overall presentation design using presentation graphics software.

2.

1. Demonstrates little to no skill or knowledge in any areas of slide creation, slide transition, bullet animation, graphics illustration and overall presentation design using presentation graphics software.

Desktop Database Software

5. Demonstrates proficient skill and knowledge in all areas of table definition, data entry, query formation, form design and report generation using database management software.

4.

3. Demonstrates average skill and knowledge in most areas of table definition, data entry, query formation, form design and report generation using database management software.

2.

1. Demonstrates little to no skill or knowledge in any areas of table definition, data entry, query formation, form design and report generation using database management software.

Spread Sheet Software

5. Demonstrates proficient skill and knowledge in all areas of data entry, formula and data manipulation, chart formation, and formatting in spreadsheet software.

4.

3. Demonstrates average skill and knowledge in most areas of data entry, formula and data manipulation, chart formation, and formatting in spreadsheet software.

2.

1. Demonstrates little to no skill or knowledge in any area of data entry, formula and data manipulation, chart formation, and formatting in spreadsheet software.

Score: _____