

Student Name _____

High School or Vocational Center _____

COMPETENCY RECORD FOR ARTICULATION

Baker College

Please check below each skill the student has mastered as described, with a minimum of 80 percent accuracy, or with an A or B grade. Software - Access.

INF121 INTRODUCTION TO WINDOWS

Task	Satisfactory	Unsatisfactory
Discussing and exploring the Windows XP environment including the following tasks:		
a. Starting and shutting down Windows XP		
b. Identifying the Windows XP Desktop objects		
c. Manipulating the mouse input device (pointing, viewing Screen Tips, clicking, selecting, double clicking, and right clicking)		
d. Accessing desired applications by starting and closing a program		
e. Running multiple programs		
Identifying and manipulating Windows XP objects including the following topics and tasks:		
a. Title Bar – Window Title and sizing buttons (Minimize, Maximize, Restore, Close)		
b. Menu Bar – Using Program Menus		
c. Toolbars – Identifying Tool Buttons and exploring List Boxes & Scroll Bars		
d. Using dialog boxes – Tabs, Option Buttons, Check Boxes, Spin Boxes, and Text Boxes		
e. Status Bar and Task Bar - Start button and Program Buttons		
f. Opening, closing, and sizing windows		
g. Task Bar – Start Button, Start Menu and Help and Support		
Working with files and folders using My Computer including the following tasks:		
a. Formatting a disk		
b. Creating a Windows XP WordPad file (save, edit, print, close, and open documents)		

Task	Satisfactory	Unsatisfactory
c. Viewing files on a data disk and changing the View options		
d. Navigating the hierarchy of folders		
e. Performing file maintenance with Move, Copy, Delete, and Rename features		
f. Making a back up copy of a data disk		
Working with files and folders using Windows Explorer including the following tasks:		
a. Viewing the structure of folders and files		
b. Selecting, creating, and renaming folders		
c. Navigating through devices and folders using Navigation Buttons		
d. Applying selection strategies to select single files, groups of files, all files and all but one file		
e. Exploring the Print Screen feature and apply it to illustrate folder and file structure		
f. Manipulating files by moving, copying, and arranging them		
Personalizing the Windows XP environment including the following tasks:		
a. Creating and deleting shortcuts to a drive, a document, and a printer		
b. Using Control Panel to change the Desktop appearance		
c. Configuring the Taskbar		
d. Editing the Start Menu		
Searching, finding, and viewing a file using the following Search options:		
a. Finding files by name, contents, and location using several methods, including Wildcards		
b. Opening and working with files from the Search Results window		
c. Limiting a search to a specific folder		
d. Locating files by date, type, and size		
Using Administrative Tools including the following:		
a. Backing up files		
b. Restoring files from back up medium		
c. Monitoring and recording System Performance		
d. Manage services running on the computer		

Task	Satisfactory	Unsatisfactory
Using Windows XP Disk Maintenance Accessories including the following:		
a. Performing disk maintenance tasks - Check Disk and Disk Defragmentation		
b. Schedule maintenance tasks with the Task Scheduler		
Demonstrate the ability to work with a team to complete a computer-based research project using the Windows OS, the Internet Explorer browser, and Windows Help features.		

Teacher's Signature _____ Date _____