Teacher: _____   School Year   20_____-20_____

Sixth Grade Technology Skills Checklist

Student Name	
☐	**Use appropriate Search tools and strategies for specific assignments or projects:** Research Skills
☐	**Evaluate quality of Internet resources to determine credibility, timeliness and accuracy:** Research Skills
☐	**Use search or find to locate a file or program:** Computing Skills
☐	**Add headers, footers, and page numbers to documents :** Word Processing
☐	**Flow text around an image or table:** Word Processing
☐	**Use spell check, find, and replace:** Word Processing
☐	**Create a multimedia presentation:** Graphics and Presentation
☐	**Save and retrieve a presentation:** Graphics and Presentation
☐	**Print presentation as handouts:** Graphics and Presentation
☐	**Know what information should not be put on the internet because it is private or could put you in danger:** Internet Safety
☐	**Perform arithmetic calculations in a spreadsheet (add, subtract, multiply, divide):** Spreadsheets & Databases
☐	**Sort data:** Spreadsheets & Databases
☐	**Create graphs and charts from data:** Spreadsheets & Databases
# words per minute	**Improve words per minute:** Keyboarding
# errors	**Improve accuracy:** Keyboarding

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Turn in Skills Checklist to your building principal by May 1st.