

Microsoft Word Computer Applications Skills

• Proper Format	30 Points
○ Business Letter	
○ Envelope	
○ E-mail	
• Forms	20 Points
○ Required Elements	
○ Format	
• Content	20 Points
• Mail Merge	10 Points
• Correct Grammar/Spelling	15 Points
• Completion	5 Points
<u>Total</u>	<u>100 Points</u>

Microsoft PowerPoint Computer Applications Skills

- Overall General Appearance 20 Points
 - Contains Required Information 20 Points
 - Name of Product
 - Consumer
 - Availability
 - Price
 - Correct Number of Slides 10 Points
 - Contains Required Elements 20 Points
 - Sound
 - Transitions
 - Imagery
 - Animation
 - Appropriate Layout 20 Points
 - Font Size
 - 6x6 Rule
 - Color Schemes
 - Correct Grammar/Spelling 5 Points
 - Completion 5 Points
- Total 100 Points

Microsoft Excel Computer Applications Skills

• Properly Functioning Formulas	30 Points
• Contains Correct Information	30 Points
• Properly Formatted Spreadsheet	15 Points
• Properly Formatted Graph/Chart	15 Points
• Correct Grammar/Spelling	5 Points
• Completion	5 Points
<u>Total</u>	<u>100 Points</u>

Microsoft Web Design Computer Applications Skills

- Professional Appearance 20 Points

- Contains Required Information 20 Points
 - Name of Organization
 - Organization Description
 - Membership Information
 - Contact Information
 - Active Mailto Link

- Contains Required Elements 30 Points
 - Navigation Bar
 - Background
 - Sound
 - Graphic element(s)
 - Photo(s)
 - Table

- Appropriate Layout 20 Points
 - Home Page
 - 3 Second Level Pages

- Correct Grammar/Spelling 5 Points

- Completion 5 Points

- Total 100 Points