

## Computer skills required for admission to the Teacher Certification Program

These skills will be assessed after admission to the program.

### **File management requirements:**

- Save and Open a file (a document)
- Create a folder (directory)
- Navigate to any given location (drive, folder)

### **List of required Microsoft Office features you must be able to use:**

#### Microsoft Word

- Add text to an existing document
- Set alignment of paragraphs
- Set font and font size of existing text
- Add text to headers and understand header parameters
- Make paragraph spacing be double spaced
- Make existing list be a bulleted list
- Create hanging indents with existing text
- Switch between views
- Understand outline view
- Set and use tabs in a document
- Insert tables in a document
- Alter existing tables in a document
- Set paragraph margins

#### Microsoft Excel

- Type numbers and words into a spreadsheet
- Create a graph of data in a spreadsheet
- Type in formulas in a spreadsheet

#### Microsoft PowerPoint

- Create title slide using byline
- Create information slide using title and content areas
- Apply a built-in slide design
- Apply animation schemes
- Apply transitions