

Testing for ICT Crew

- See Skill Builders if Available
- Make sure if you teach someone the skill that they can then do it ALL by themselves again.
- If you teach someone a skill.... **they have to pass the skill another day.**

KidPix

- Explain how most of the tools/buttons are used.

Expert /Questions:

- Must have slideshow with three slides, transitions and own voice recorded.
- Must be able to import digital picture and alter it. Must be from the intranet to prove they can use the network
- Know how to change stamp sets?

Digital Video Camera

- Can put batteries in if required
- Can recharge
- Can take pictures
- Can playback/view video
- Can use zoom
- Know about standby
- Can explain three things about taking a good movie (story, don't overzoom, don't overpan, setting a good platform to take movie)

Expert

- Know advanced tips magic thirds and leading space
- Can play through TV
- Can download to iMovie
- Can use plug-in microphone
- Can compensate for backlight

iPhoto

- Import pictures
- Put into album
- Rotate. Basic edit
- Delete
- Label
- Export (Diff size files) (espc to shared Docs)

Expert

- Use iPhoto Buddy
- Print contact sheets etc
- Red Eye
- Email

Digital Camera

- Able to take photos
- Can use "menu" to change size (resolution) and quality
- Knows how to charge batteries
- Knows how to start
- Can play back images
- Can turn on flash
- Can zoom in and out
- Can download images into correct Intranet folder

Expert

- Able to format card
- Able to delete images
- Knows about "magic thirds"
- Knows about balance
- Knows about leading in a photo

iMovie

- Can create a new project
- Can save project
- Can import video
- Can drag video clips to timeline
- Can swap from clip to timeline view
- Can add titles/sound
- Can split/cut video and delete parts not required
- Can play full screen

Expert

- Can save as a quicktime movie
- Can import still pictures in and use picture effect
- Can demonstrate 3 other
- Shows use of shortcuts

Audacity

- Record a sound
- Add a stereo track
- Delete parts of sound, change volume, change pitch. Copy and repeat parts of it.
- Reverse a part of it
- Save as an original audacity file and as .mp3

Google Sketch up

- Can make a basic design with the program. Simple house with components

Expert

Create a complex 3d design with scaled proportions

Google Earth

Can demonstrate how to use most aspects of the program

iTunes

Import MP3

Play, stop tracks

Make an album/playlist

Search

Expert

Classify MP3 file

Burn Disc

Change View

Appleworks/ Word

(some features not available in all)

- Can type
- Alignment, bold, three quick keys
- Can make a textbox
- Can put a digital camera picture straight in
- How would you get information from an internet page into page? How do you stop formatting from the internet being pasted.
- How do you put a picture on a page?
- Can spellcheck

Expert

- Able to put table in
- Able to change alignment of text in table
- What are styles? Can create new styles and change styles?
- Can insert page breaks.
- How do you put a footer on a page?
- How do you insert a date?
- Can do a find and replace
- Can order/layer graphics on a page

Appleworks Draw

- Can use all basic drawing tools on toolbar
- Can arrange items Front/Back
- Can fill colour, change lines, makes fill transparent
- Can flip/Rotate
- Can Duplicate/Copy/paste

Expert (replicate the house file using....)

- Can use Bezier curves and alter them (Reshape)
- Can use Bezier polygons and alter them
- Can import (Bitmap) drawing into Vector Drawing
- Can align objects left/right/space & distribute
- Can change ruler/ turn grid on/off, change grid size

Graphic Converter

- Can Browse Folders and rename
- Rotate/ Reflect
- How to Slide Show
- Change Options
- Quicktime Effects
- Time per Slide
- Turn off Name Display

Expert

- Able to convert images

Inspiration

- Diagram should show use of sets/ subsets
- Good use of space.
- Use of colour/ different shapes to show main sets
- How to Spell check
- Arrows should not overlap
- How to import a picture
- Should know how to use Inspirations clipart

Expert

- Can Double Bubble
- Multiple select and move
- Can insert hyperlinks and audio
- Can create a website from file

Roamer

- Can explain all buttons on top of roamer
- Can program the Roamer to walk a square and to follow the Letter H
- Can program Roamer to play a simple tune
- Can tell how to Clear Memory

Expert

- Can program a procedure to walk an octagon
- Can download a procedure written on computer
- Can use a sensor
- Can use turtle program on computer

Garage Band

- Can start and use many parts of the programme.
- Can create a tune with multiple loops and layers
- Can create/playback a tune that “sounds” right
- Can show evidence of copying, cutting and pasting, alter sound level
- Can use Track Editor a little

Expert

- Can export to iTunes/Podcast
- Can type in notes in notation view

Powerpoint

- Able to add new slides
- Put on transitions, animations (of text pictures)
- Can use templates correctly
- Does not over decorate pages
- Can add clipart from network
- Can use a number of features on Drawing toolbar
- Move between various views
- Sort slides different order

Expert

- Able to edit master pages
- Able to import slideshows into each other
- Can order layers of art
- Can arrange and group art
- Put hyperlinks into presentation (internal/external)

Internet

- Can start browser and type passwords if required to get going
- Can type in an url accurately
- Can use a search engine (google)
- Can navigate/understand intranet/internet
- Can click on links on a page
- Can save favourites
- Knows how to use back, home, forward
- Can print
- Can locate navigation features on a web

Expert

- Can configure preferences (Homepage)
- Can use search engine at an expert level.. use of “seal animal” to restrict search. Use of keywords like “introduction”, “facts” with other keywords
- Can use “find” to search a page
- Can save and organise favourites/bookmarks
- Know how to use history, jump back many pages, open up a link in a new window
- Can print a specified page
- Can cut ‘n’ paste from internet to Wordprocessor

Photocopier

- Can load tray
- On/Off & Stop/Clear
- Using auto-feeder & placing on glass
- Reduction (A4 R) and Enlarge to A3 or by increments
- Double-side and hand feed (side chute)
- Can load paper
- Quality and Density (i.e. for photos)
- Can print to it

Printer

- Can load paper
- Can troubleshoot paper jam (from tray, pulling out cartridge to get to stuck paper)
- Can print test page

Expert

- Can setup printer (on either os 9 or 10)
- Can show how to stop a print queue
- Can set default printer.

Scanner

- Can put in image to scan correctly
- Can scan image into a file or one other program
- Can select a specific area to scan
- Can alter the DPI of the scan
- Can find the scanned file

Expert

- Can scan to two other formats
- Can alter size of scan
- Can change the colour of scan
- Can decide what size a scan should be for a certain use.. i.e. email, versus printing close to photographic quality

Excel

- Can explain rows/columns
- Can enter data in
- Can show two ways to move around sheet
- Can stretch columns/rows
- Can format text
- Can graph
- Can sort the data

Expert

- Can merge cells
- Can Rotate text
- Can use borders
- Can use a simple formulae

ACSLogo

- Can design a house using repeats
- Can create a repeated shape using procedures

Computer Preferences

Expert only

Can understand and use virtually all the preference settings in the control panel.