

I can

with 'Textease'

Logging On				Strand / Level
Type in my Logon Username correctly Type my password correctly				UseTech. B
Load the set of software I need				B
Find and load the Textease Program				B
Log - off correctly				B
Understand the basic features of a network Sharing printer, Obtaining software, 'special place to save 'My Work'				B
Enter text				Cr&Pres
Enter text using a word bank				A
Enter simple text using the keyboard				A
Use Shift and Enter (or Return) keys				A
Change text by deleting				A
Type a sentence with a capital letter (Shift +letter) and full stop				B
Use the arrow keys and /or mouse pointer to move around within the text				B
Insert text correctly				B
Delete text, using the backspace key				B
Saving into the 'My Work' folder				Use Tech. B
Loading work from the 'My Work' folder				Use Tech. B
Get to a new page in a document				Use Tech. B
Highlight text with a 'dotty box' (x2 clicks)				Cr & Pres
Move text				B
Re-shape text				B
Rotate text				B (D)
Use simple text effects				
Change size of text				B
Change colour of text				B
Use B,I U				B
Make a colourful name label for my jotter.				B
Print my work				B
Give examples of when to use these effects				InfAtt B
Re-arrange text using				
Cut, Copy and Paste				B
Highlight text by dragging the mouse over the text.				B

Use the 'Windows Features'				Level
Use maximise, minimize, & close features				UseTech C
Use the words - icons, desktop, menu				C
Write a report, news article or letter				Cr&Pres
Enter at least 100 words				C
Use left, right and centre justification				C
Use Undo and Re-do				C
Add Pictures / Graphics				
Insert a picture / graphic from clipart				C
Insert a picture/graphic from a drawing/painting program				C
Change size and position of a picture/graphic				C
Insert a picture from a CD-Rom				C
Give examples of when I would use this				Inf Att C
Add a frame				
Add a frame to text and pictures				C
Change the features of the frame				C
Create a simple slide show				
Create pages with text and graphics, then link these to make a simple presentation				Cr & Pres C
Add sound to a multimedia page				C
Make backup copies Save on to a floppy disc Save into a shared area				Use the Tech D
Use Tabs, Spell check, Margins, Columns				Cr & Pres D
Copy and Past graphics from the internet, digital camera, CD-ROM.				Cr & Pres D