

Appendix J – MSTE “I Can” Statements

1. Computer Operations:

- Sign into my computer account
- Create an effective password
- Find the different drives in a computer
- Create a folder in my student account
- Effectively name projects and folders
- Create and name subfolders in my student account
- Identify hardware components of a computer
- Start an application (program) and create a new project
- Save a project in the appropriate folder
- Retrieve a project from the appropriate folder
- Understand the difference between “Save” and “Save As”
- Use the print view to view a document before printing
- Print a project
- Use keyboard shortcuts
 - CTRL+C (Copy)
 - CTRL+X (Cut)
 - CTRL+V (Paste)
 - CTRL+Z (Undo)
 - CTRL+N (Open a new document/project)
 - CTRL+S (Save the open project)
 - CTRL+M (Add a new slide)
 - CTRL+W (Open a new window)
 - CTRL+P (Print the current page or active pane)
 - CTRL+B (Bold)
 - CTRL+U (Underline)
 - CTRL+I (Italics)
 - CTRL+A (Select All)
 - CTRL+O (Open)
 - CTRL+Enter (New Page)
 - ALT+Tab (Switching between open programs)
 - ALT+Print Screen (Screen capture to clip board on a desktop)
 - Function+Print Screen (Screen capture to clip board on a laptop)

2. Program Operations:

- Connect peripherals
- Use the dropdown menus in programs to find the tools I need
- Change the size and style of fonts
- Use cut, copy and paste
- Automatically center
- Adjust margins
- Change the orientation of a page
- Change the size of paper used in a project
- Use a spell checker
- Change page margins
- Use the “Undo” command
- Select different text sizes
- Add a table
- Create a graph
- Insert a graph in a project
- Select objects with a selection tool
- Delete or move objects
- Crop, resize, or modify images
- Understand image size
- Layer objects
- Combine objects
- Use line properties and adjust the characteristics of lines
- Use a digital camera to create a graphics file
- Add sounds, images, or a video to a project
- Insert hyperlinks in a project.

3. Internet Operations

- Understand and adhere to Policy 311 (Information and Communication Technologies Use)

- Understand what a browser is
- Recognize the differences between different browsers
- Create bookmarks
- Effectively use my student email
- Use and understand the features of a browser (back, forward, stop, search, refresh, history, and home buttons)
- Properly cite internet references
- Determine whether internet information is current, accurate, and reliable
- Effectively use search engines
- Understand the general structure of an email address and a URL
- Compose and send emails that follow standard rules of protocol
- Attach a file to an email
- Use the address features of an email: To, CC, Subject, and Signature
- Explain the fundamentals of cloud computing
- Research using scholarly articles

4. Spreadsheet Operations

- Understand the layout and purpose of a spreadsheet
- Understand the terminology that deals with spreadsheets
- Adjust the height and width of columns
- Change the fill colour in cells
- Adjust decimal places
- Write formulas that allow for mathematical operations
 - Calculate sum and differences.
 - Multiply and divide.
 - Determine an average
- Create graphs using a spreadsheet
- Insert images into a spreadsheet
- Create cells that are designated as currency, date, or number.

5. Project Operations - Envision a project that I want to create.

- Design a project according to standards and specifications
- Roughly sketch a design that falls into the project criteria
- Accurately draw a set of plans for my project.
- Understand the concept of scale and proportion
- Understand that there are different measuring systems
- Accurately make and mark measurements
- Use tools safely
- Avoid wasting materials
- Maintain a tidy work space.
- Cooperate with classmates to safely share work space and responsibilities
- Follow a design that has been created or approved by the instructor
- List the order of procedure for completing my project
- Appropriately use Personal Protective Equipment
- Understand the principles of producing quality work.
- Finish my project according to the project expectations
- Complete my project within the precision guidelines established by the instructor
- Demonstrate safe operations of tools
- Assist classmates who need help
- Recognize dangerous situations in the workplace
- Remain focused throughout the duration of the project
- Accept positive comments and constructive criticism about my project made by the instructor
- Analyze errors and faults in my project
- Recommend ways to improve the project in the future
- Recognize health and safety concerns and how they affect myself and others
- Responsibly handle and dispose of waste materials
- Comprehend the energy consumption of my project
- Do a post-analysis of my project
- Start and finish a project