

Name:

Learn more about TechnoNewsletter

TechnoNewsletter Skill Summary

Content Knowledge	<input checked="" type="checkbox"/>
design a publication for a target audience	
organize newsletter ideas using a planning sheet	
make a newsletter front cover that informs the reader about the content	
share insights about a topic in an article that organizes information using a numbered list	
create a word search of topic related terminology using a table to position content	
state an opinion using quotes to support argument	
use footnotes to reference the source of information	
apply the vocabulary and language structures appropriate for grade level	
edit and revise pieces of writing	
use an electronic dictionary to confirm spelling	
Word Processing Skills using Google Docs	<input checked="" type="checkbox"/>
<i>Manage Documents</i>	
create a new document	
rename a file	
use scroll bars to navigate a document	
adjust the magnification of a document	
<i>Format Text and Paragraphs</i>	
insert, select, and delete characters	
set font attributes such as typeface, size, color, or style	
align text to the left, center, or right	
arrange text using bullets or a numbered list	
change the indent level	
adjust line and paragraph spacing	
<i>About Objects</i>	
search for images using keywords	
sort image search results by type and/or color	
insert images into a document	
scale, align, position, and/or rotate objects	
set the text wrapping of an object	
adjust object margins	
crop a picture to trim unwanted parts	
recolor an image	
adjust the transparency, brightness, or contrast of an image	
apply a border to an object	
reset an image to remove all editing changes	
insert a hyperlink	

Name:

<i>About Tables</i>	
insert and format a table	
select cells in a table	
customize the appearance of table cells and borders	
align the content in a table cell	
adjust row or column size	
insert or delete rows and/or columns	
set table dimensions and cell properties	
<i>About Page Layout</i>	
insert page breaks	
insert page numbers	
size graphics and/or text to create a balanced layout and solve design problems	
insert a header and footer	
set the tab stop (optional)	
<i>About Editing</i>	
undo or redo an action	
copy and paste a selection	
find and replace text	
correct spelling errors	
<i>About Research and References</i>	
insert and view footnotes	
research a topic using the Research Tool (optional)	
<i>About Sharing and Collaboration</i>	
set sharing permission: view, edit, or comment	
collaborate with a partner to have them view a file	
collaborate with a partner to create a file jointly (optional)	
collaborate with a partner to have them provide comments (optional)	
read, write, and reply to comments (optional)	
practice responsible digital citizenship when collaborating with others (optional)	
<i>Configure Output Options</i>	
print a document	
customize print settings: pages, copies, options	
output a file as a different type (e.g. pdf, web page)	
Graphic Skills using Windows Photo Gallery or Web-Based Service (optional)	<input checked="" type="checkbox"/>
create a collage	
design a logo or title	