**Self-Assessment Checklist:**

Grade 1 - Word Processing Skills: Father’s Day Friendly Letter

Computer Skills:

**I can . . .**



❑ **Double click** open the Word program

❑ **Save As** my document on my hard drive

❑ Locate and **Open** my document

❑ Add a page border

❑ Change the font **color**

size

❑ Change the font

❑ Change the font **name**

❑ Type capital letters using the SHIFT key

❑ Use the ENTER key to drop down a line of text

❑ Use the SPACE BAR key to make **one** space between each word.

❑ Use the comma (**,**), apostrophe (**’**), period (**.**), and exclamation mark (!) keys.

❑ **Insert** an **image** from the **internet**

English Language Arts- Writing Skills:

**I can . . .**

❑ Type complete sentences

❑ Include a greeting and closing for my letter

❑ Include capital letters for proper nouns and to start sentences.

❑ Use punctuation marks properly:

 ❑ End marks (period, question mark, or exclamation mark)

 ❑ Commas in greeting, closing, and date

 ❑ Apostrophe for Father**’**s Day