

# Tech Tasks

## *STUDENT TECHNOLOGY COMPETENCIES*

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Students entering SCU in the undergraduate and graduate programs are expected by the faculty to have

1. A stable internet connection
2. Basic skills in word processing, email use, presentation software, and spreadsheet applications.

- A. **Word Processing** (including basic skills to manage indents and spacing for paragraphs, headers and footers, page numbering)

**Internet4Classrooms: Word**

[http://www.internet4classrooms.com/on-line\\_word.htm](http://www.internet4classrooms.com/on-line_word.htm)

**LearningElectric.com: MS Word**

<http://www.learningelectric.com/word.htm>

- B. **Email** (including basic skills to manage attachments, utilize etiquette, and forward mail)

**How to Use email**

< <http://www.livinginternet.com/e/eu.htm> >

- C. **Presentation** (skills in designing or outlining an oral presentation, use of graphics and fonts to enhance)

**Internet4Classrooms: Powerpoint**

< [http://www.internet4classrooms.com/on-line\\_powerpoint.htm](http://www.internet4classrooms.com/on-line_powerpoint.htm) >

**LearningElectric.com: Powerpoint**

< <http://www.learningelectric.com/powerpoint.htm> >

- D. **Spreadsheet** (skills in design, construction, summing, and inserting into a document)

**Internet4Classrooms: Excel Technology Tutorial**

[http://www.internet4classrooms.com/on-line\\_excel.htm](http://www.internet4classrooms.com/on-line_excel.htm)

**LearningElectric.Com: Excel**

< <http://www.learningelectric.com/excel.htm> >

Students are encouraged to send Marilyn Hudson [scu.library@swcu.edu](mailto:scu.library@swcu.edu) an email regarding (1) Feedback on the usefulness of the sites listed above and (2) other URL's for useful tutorials and (3) requests for training on any of these skills.