Demonstration Performance Log

Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Demonstration** | **Needs Work** | **Good** | **Excellent** | **Comments** |
| Opens a new word-processing and existing document |  |  |  |  |
| Uses a mouse and scroll bar features within a document |  |  |  |  |
| Uses 3 basic functions of the Home Tab (copy/paste; cut/paste/undo/redo |  |  |  |  |
| Identifies and uses the 5 basic Keyboard features (shift, delete, enter, backspace, spacebar) |  |  |  |  |
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