Demonstration Performance Log

Learner Name: _____   Date: _____

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)				