

Instruction Sheets

Goal: Explain how to use file management and short cut key features of the operating system by creating detailed instruction pages for a variety of tasks.

Success Criteria: You will be creating a **one page** instruction sheet for each of the following functions:

- Delete file/folder
- Rename file/folder
- Move file/folder
- Copy file/folder
- Create new folder
- Key board shortcuts in Word for cut, copy, paste, print, save, save as, open, new, undo, select all

Each function should have **two instruction** sheets, each sheet explaining a **different method** to complete the given function (keyboard shortcuts will only be one sheet). Use graphics where appropriate and make sure your steps are clear and precise.

Do not print the instruction sheets, you will be handing them in electronically in the Google classroom.

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>
Communication	Few the steps are clear and precise with appropriate terminology.	Some the steps are clear and precise with appropriate terminology.	Most the steps are clear and precise with appropriate terminology.	All the steps are clear and precise with appropriate terminology.
Knowledge	A few steps are correct for both methods of each function.	Some of the steps are correct for both methods of each function.	Most of the steps are correct for both methods of each function.	All of the steps are correct for both methods of each function.