COMPUTERS

Sonoma County 4-H

Name: _____ Date: _____

Guidelines for Project Proficiency Award
<u>Intermediate</u>: (Microsoft OS)

	Date Completed	Leader's Initials
1. Define the Following Terms:	_____	_____

- Network
- Email
- Input Device
- Output Device
- Pull Down Menu
- Resolution
- Drop Display
- Wild Card
- Binary
- www

	Date Completed	Leader's Initials
2. Create your own homepage on the World Wide Web	_____	_____
3. Demonstrate how to add/remove hardware to and from your computer	_____	_____
4. Describe how to upload and download files from word	_____	_____
5. Explain how to change operating system configuration	_____	_____
6. Create a graphic presentation and post on website	_____	_____
7. Demonstrate knowledge of peer to peer networking or a small hub based network set up and configure	_____	_____
8. Give a computer demonstration at Presentation Day, club meeting and project meeting	_____	_____

Project Leader's Signature of Completion: _____ Date: _____

Club Leader's Signature of Completion: _____ Date: _____