## Nursing Informatics Competencies

### Word Processing Knowledge Rubric

Name:

| **Criteria** | **4 – Always** | **3 – Most of the Time** | **2 – Some of the Time** | **1 – Seldom** |
| --- | --- | --- | --- | --- |
| **Fonts:**  Do you know what font or typeface is? |  |  |  |  |
| **Justify:**  Do you know how to right, center, and left justify a document? |  |  |  |  |
| **Cut & Paste:**  Do you know how to cute and paste a block of text? |  |  |  |  |
| **Mouse:**  Do you know how to use a mouse to “drag” a block of text? |  |  |  |  |
| **Margins:**  Do you know reset your margins in your word processor? |  |  |  |  |
| **Tables:**  Do you know how to create a table in a word processing document? |  |  |  |  |
| **Clipboard:**  Do you know what a clipboard does? |  |  |  |  |
| **Page Numbers:**  Do you know how to activate page numbers in a document? |  |  |  |  |
| **Spellcheck:**  Do you know how to use the spellcheck function? |  |  |  |  |
| **Graphics:**  Do you know how to add images to your document? |  |  |  |  |
| **Total Score** | | | |  |

If you score above 32 points, you probably have the skill level you need.

If you score between 20 and 30, you have some skill but need more practice.

If you score below 20, you need more training and practice.

**Self-Assessment Reflections:**