



MediaWorks Skills

Designed for educators and trainers, this listing summarizes the basic computing skills required, learned and practiced through the use of MediaWorks in the classroom.

1) 3rd Grade Reading Level

2) Conceptual understanding of time in minutes, seconds and hundredths

3) Mousing Skills

- Single and double mouse clicking
- Click-hold-drag-release or "drag and drop" (selections)
- Selecting menu options
- Right mouse click (optional)

4) OS Windowing Skills

- Title bar positioning
- Resize, Minimize, Maximize, Close
- Launch and quit applications
- Create, modify and delete files and folders
- File and folder navigation
- Visual abstraction (icons)

5) Keyboarding Skills

- Text and font attributes editing
- Shift/Command/Control key combinations (constrain, operations, selections)
- Quit (ALT-F4, COMMAND-Q)
- Stop (ESCAPE, COMMAND- .)
- Force Quit (CTRL-ALT-DEL, COMMAND-OPTION-ESCAPE)

6) Applied Application Skills in MediaWorks

- Paint
- Sound
- Video
- Animation
- Text
- Linking
- Sequencing