

XAVIER UNIVERSITY LIBRARY
Suggested Information Fluency Competencies

Electronic Documents (word processing)

- Add page numbers and dates
- Customize headers and footers
- Insert and modify tables
- Insert text files, graphics and images
- Create and alter numbered lists
- Insert hypertext links
- Set printing properties and preferences
- Ctrl C, V, & X
- Highlighting text
- Word wrap
- Page breaks
- Section breaks
- Footnotes
- Hanging indentation
- Change case
- Change margins

Electronic Collaboration

- Use Xavier's network resources for class-related and personal work
- Be familiar with file management
- Be informed of file back-up strategies
- Change email settings to have mail automatically forwarded to another account
- Join and participate in a listserv, blog or online bulletin board
- Participate in an online discussion group or chat
- Send, receive and open email attachments
- Understand how to use course management systems: Blackboard & My Courses
- Understand how to access and use MyXU, the campus portal

Electronic Spreadsheets

- Format the layout of the worksheet
- Change the formatting within a cell
- Select a range of cells and merge the cells
- Move and copy cells
- Insert rows and columns
- Create a formula to analyze data
- Create a function to perform repetitive calculations
- Use the chart wizard to create a chart from a data display
- Set printing preferences (print area, gridlines, orientation, etc.)
- Describe the difference between a worksheet and a workbook
- Import delimited data from another source

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Suggested Information Fluency Competencies

Presentation Software

- Create a slide show using blank slides, autolayout or a design template
- Create a slide master
- Import tables, graphs and charts into a presentation
- Insert text boxes, WordArt, lines and shapes
- Manipulate an existing image for use in PowerPoint
- Use a variety of background styles
- Prepare and insert an image as background
- Incorporate animations, audio files and video files
- Set printing preferences to create note pages and handouts
- Insert a hyperlink
- Incorporate slide transitions and custom animations
- Use the slide sorter to edit and sequence a presentation

Publication Software

- Create a publication from a template
- Change the template of a publication
- Create a “logo”
- Create a table of contents
- Add graphics to the publication
- Insert and remove pages
- Cut and paste content into the publication from another source

Graphics Software

- Understand the different image file types (gif, jpg, bmp, tif)
- Open an existing image
- Resize an image maintaining proportions
- Crop an image
- Increase the size of the image’s canvas
- Add text to an image
- Change the colors in the image
- Capture a screen shot on your computer or on the Web and import it into the graphics software
- Scan a picture and open it in the graphics software

Database Software:

- Understand basic concepts foundational to relational databases
- Create simple data tables in Access
- Enter, edit and manipulate data
- Set data types and field properties
- Create related tables in Access

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Suggested Information Fluency Competencies

- Use & modify Autoforms
- Create & customize forms using Form Wizard
- Conduct a simple query
- Add criteria to queries
- Produce simple auto-reports and graphical reports

Student Research and Evaluation

- Design a research strategy (formulate a research question and identify concepts)
- Understand the differences in sources (primary Vs. secondary; scholarly Vs. popular)
- Understand the differences in types of articles
- Understand concepts in evidence-based practice
- Understand the differences between quantitative and qualitative research
- Understand the different types of databases available online (citation, abstract, full-text and full content)
- Know how to use Internet search engines Vs. directories; know how to use advanced search engine techniques
- Understand the differences between information available on the Web and in online subscription databases
- Be able to critically evaluate websites using as criteria: accuracy, authority, objectivity, currency and coverage
- Know the basic structure of databases (records and fields)
- Understand the differences in keyword, subject and thesaurus searching
- Know how to use Boolean search operators (AND, OR, NOT) to search online databases
- Know how to broaden and narrow searches using adjacency, truncation, proximity and limits
- Understand how to save searches, run searches periodically, and receive saved search results via email alerts
- Understand how to output search results to email, disk, printer and bibliographic management software
- Understand the basic structure of a citation
- Know how to use bibliographic management tools to store, organize, edit, add and output citations
- Know how to create in-text citations and bibliographies based on a major citation style
- Know how to request materials the Xavier library does not own, including requesting OhioLINK materials and submitting interlibrary loans
- Know how to access electronic journals and books
- Know how to access and use electronic reserves
- Know how to access and use My Library Record
- Understand how to access and use xu.tutor
- Understand how to use RSS feeds and blogs
- Understand how to access and use datasets

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Suggested Information Fluency Competencies

Information Law and Ethics

- Be familiar with copyright and license law as they apply to the creation of electronic materials
- Understand the ethical standards regarding plagiarism and other uses of internet information
- Be informed about personal privacy on the web, and privacy properties or policies of a webpage
- Understand the principles of appropriate conduct and etiquette in electronic communication
- Know how 'cookies' function within a web browser
- Understand viruses, the stages of a virus and worms
- Know what is the function of firewalls and virus protection software
- Understand passwords and file protection
- Understand acceptable computing use standards (see Xavier's student handbook)
- Know about spam and its negative impact on the network

Web Authoring Software

- Understand the basic concepts of good web design
- Understand how web pages differ from other types of electronic documents
- Understand how to plan a simple website
- Know how to create a homepage and secondary page
- Know how to add text to a page
- Understand how to copy and paste text into a web page from another source
- Know how to modify text on a page: bold, italics, size and color
- Know how to change the background of a page
- Understand the types of images that can be used in webpages
- Know how to add an image to a page
- Understand how to align an image with text on a page
- Know how to insert a table and enter information into the table
- Know how to link to secondary page
- Know how to link to an external website
- Understand how to publish your pages to a web server