

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: **Word Processing Basics**
School: _____ Test Number: **260**
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use correct keyboarding technique and improve speed and accuracy. This includes the following:
 - Eyes on copy or screen, not on keys.
 - Fingers curved and oriented to home row.
 - Correct fingers used for keystrokes on alphabet, number, and symbol keys
 - Key with smooth rhythm and quiet hands.
 - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
 - Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.
2. Use word processing software to do basic word processing functions. This includes the following:
 - Follow written instructions; identify components in a word processing window; know default settings for margins, line spacing, alignment, and tabs; access features and execute commands using menus, ribbons, icons, toolbars, keyboard etc.; move the insertion point and select text using the keyboard and mouse; create and save documents; shortcuts; open and close documents; and view and print documents.
3. Use word processing software to edit documents. This includes the following:
 - Make corrections indicated by proofreaders' marks; use writing tools for spelling, thesaurus, and grammar; demonstrate various deletion methods; use Undo and Redo; use Insert and Overtyping (or Typeover); use cut, copy, move, and paste within a document.
4. Use word processing software to format documents. This includes the following:
 - Use horizontal alignment, line spacing, and margin features; use page numbering, vertical centering, and headers and footers; change appearance of text with bold, center, underline, and changing the font face, size, and appearance; set left, right, center, decimal, and dot leader tabs and create tabulated text; format paragraphs with a left indent, a left and right indent, and a hanging indent; insert page breaks; insert bullets and create numbered lists; and organize information in rows and columns using the table feature.
5. Use word processing software to create business documents. This includes the following:
 - Prepare a memo; prepare business letters using block and modified block styles and open and mixed punctuation; and prepare a report with references using an acceptable format.

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____