

Word Processing Basics

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| Levels: | Grades 9-12 |
| Units of Credit: | 0.50 |
| CIP Code: | 52-0461 |
| Core Code: | 32-02-00-00-360 |
| Prerequisite: | Keyboarding I |
| Skill Test: | # 260 |

COURSE DESCRIPTION

This course builds upon skills acquired in Keyboarding I. Proper Keyboarding technique will be reviewed. Students will create a variety of documents using basic software features.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1

Keyboarding

Objective 1: Students will use correct keyboarding technique. This includes the following:

- Eyes on copy or screen; not on keys.
- Fingers curved and oriented to home row.
- Correct fingers used for keystrokes.
- 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 with feet providing balance and elbows naturally at sides.

Objective 2: Demonstrate a speed increase of 4 to 8 words per minute on a 3-minute timed writing with no more than 2 errors per minute (6 errors on a 3-minute timed writing)

STANDARD 2

Basic Word Processing Functions

Objective 1: Follow written instructions.

Objective 2: Identify the major components of word processing window and know default settings for margins, line spacing, alignment and tabs. Access features and execute commands using menus, toolbars, and the keyboard.

Objective 3: Move the insertion point and select text using the mouse and the keyboard.

Objective 4: Create and save a document.

Objective 5: Open and close a document.

Objective 6: View and print a document.

STANDARD 3

Editing

Objective 1: Demonstrate ability to make corrections indicated by proofreaders' marks.

Objective 2: Use writing tools for spelling, thesaurus, and grammar.

Objective 3: Demonstrate various deletion methods and use Undo and Redo.

Objective 4: Edit documents using Insert and Overtyping (Typeover).

Objective 5: Use cut, copy, and paste within a document.

STANDARD 4 Document Formatting

Objective 1: Use alignment, line spacing, and margin features to format documents.

Objective 2: Use page numbering, vertical centering, and headers and footers to format documents.

Objective 3: Change the appearance of text by using bold, italics, and underline; and by changing the font face, size, and appearance.

Objective 4: Set left, right, center, decimal, and dot leader tabs, and create tabulated text.

Objective 5: Format paragraphs with left indent, a left and right indent, and a hanging indent.

Objective 6: Use widow/orphan protection and insert page breaks.

Objective 7: Insert bullets and create numbered lists.

Objective 8: Organize information in rows and columns using the table feature.

STANDARD 5 Business Documents

Objective 1: Prepare a properly formatted memo for use in a business setting.

Objective 2: Create business letters using block and modified block styles and open and mixed punctuation.

Objective 3: Prepare a report with references using an acceptable format.