

# Word Processing

<b>Levels:</b>	<b>Grades 10-12</b>
<b>Units of Credit:</b>	<b>0.50</b>
<b>CIP Code:</b>	<b>52-0471</b>
<b>Core Code:</b>	<b>32-02-00-00-370</b>
<b>Prerequisite:</b>	<b>Word Processing Basics or 25 GWAM</b>
<b>Skill Test:</b>	<b># 262</b>

## **COURSE DESCRIPTION**

This course reviews and builds upon skills acquired in Word Processing Basics. As students create a variety of documents, increased efficiency, productivity, quality, and creativity will be evident through their use of basic and advanced software features. Instruction on proper keyboarding technique and recommended styles for business documents will coincide with their software training.

## **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.

### **STANDARD 2**

#### **Basic Word Processing Functions**

**Objective 1:** Identify standard default setting for margins, line spacing, and tabs.

**Objective 2:** Adjust settings for alignment, line spacing, and indentation to format paragraphs.

**Objective 3:** Use text wrapping (word wrap) within paragraphs.

**Objective 4:** Demonstrate ability to make corrections as indicated by proofreader's marks.

**Objective 5:** Use writing tools for spelling, thesaurus, and grammar.

**Objective 6:** Use cut, copy, and paste within a document.

**Objective 7:** Apply changes to fonts, including face, style, size, and effects.

**Objective 8:** Create tabulated text using left, right, center, decimal, and dot leader tabs.

**Objective 9:** Apply bullets and numbering to lists.

**Objective 10:** Apply numbers, headers/footers, and vertical centering to pages.

**STANDARD 3**  
**Advanced Word Processing Functions**

**Objective 1:** Manage files by creating files; cutting, copying, and pasting files; renaming files; searching for files; and deleting files.

**Objective 2:** Change paper size and orientation.

**Objective 3:** Find and replace text and codes in a document.

**Objective 4:** Insert symbols and characters.

**Objective 5:** Apply hyphenation and non-breaking spaces.

**Objective 6:** Sort a list.

**Objective 7:** Plan, record, and play a macro.

**STANDARD 4**  
**Advanced Word Processing Formatting**

**Objective 1:** Create labels.

**Objective 2:** Format text in columns.

**Objective 3:** Format and generate a table of contents and index.

**Objective 4:** Create documents using templates such as calendars, fax cover sheets, and other business documents.

**Objective 5:** Add page and paragraph borders in a document.

**STANDARD 5**  
**Advanced Tables**

**Objective 1:** Insert and delete columns and rows.

**Objective 2:** Change line, border, and fill styles.

**Objective 3:** Change cell, row, column, and table formatting.

**Objective 4:** Calculate sums for rows and columns and enter formulas.  
(Use of spreadsheet program acceptable.)

**Objective 5:** Perform a variety of sorts within tables.

**STANDARD 6**  
**Merge**

**Objective 1:** Create a data source to be used in a merge.

**Objective 2:** Create a form/main document to be used in a merge.

**Objective 3:** Perform a merge.

**Objective 4:** Use merge commands to allow for user input from the keyboard during a merge.

**Objective 5:** Sort and select records to be used in a merge

## **STANDARD 7**

### **Graphics**

**Objective 1:** Insert a graphics image into a document.

**Objective 2:** Edit graphics by changing size, position, wrap, and border/fill.

**Objective 3:** Use drawing tools including lines, shapes, WordArt (TextArt).

**Objective 4:** Create a variety of charts.