

# STRANDS AND STANDARDS

## WORD PROCESSING



### Course Description

Students will create a variety of documents, increase efficiency, productivity, quality, and creativity through the use of basic and advanced software features. Instruction on proper keyboarding technique and recommended styles of business documents will coincide with their software training.

<b>Intended Grade Level</b>	6-12
Units of Credit	0.50
Core Code	32.02.00.00.370
Concurrent Enrollment Core Code	N/A
Prerequisite	None
<b>License Area of Concentration</b>	Professional Elementary
	Professional Secondary
<b>Required Endorsement(s)</b>	
Endorsement 1	Business and Marketing (CTE/General)
Endorsement 2	Business and Marketing Basic
Endorsement 3	Business and Marketing L1 Info Management
Endorsement 4	Business and Marketing L2 Info Management
Endorsement 5	College and Career Awareness/Digital Literacy

## STRAND 1

**Students will enhance touch keyboarding using correct techniques.**

### Standard 1

Students will demonstrate correct keyboarding techniques.

- Eyes on copy or screen, not on keys.
- Fingers curved and orientated to home row.
- Correct fingers used for keystrokes.
- Key with smooth rhythm and quiet hands.
- Forearms parallel to slat of keyboard; wrists low but not resting on any surface.
- Proper sitting posture: body-centered with feet providing balance and elbows naturally at sides.

## STRAND 2

**Students will be able to navigate through a word processing document.**

### Standard 1

Identify and navigate parts of a word processing document.

- Create a blank new document.
- Open and close a document.
- Move the insertion point and select text using the mouse and the keyboard.
- Know the difference between Save and Save As.
- Customize the layout views.
- Search for text within a document.
- Prepare documents to be printed, saved, or distributed.
- Save documents in an alternate file type (i.e. PDF).
- Manage files by creating files, cutting files, copying files, pasting files, renaming files, searching for files, and deleting files.
- Know the keyboard shortcuts for Print, New, Save, Open.

## STRAND 3

**Students will be able to complete basic and advanced document formatting.**

### Standard 1

Students will be able to identify and use basic tools within a word processing document.

- Use alignment, line spacing, and margin features to format documents.
- Use headers and footers, page numbering, and vertical centering to format documents.
- Change the appearance of text by using bold, italics, and underline, and by changing the font face, point size, and appearance.
- Insert bullets and create numbered lists.
- Format paragraphs with left indent, a left and right indent, and hanging indent.
- Create tabulated text by setting left, right, center, decimals, and leader tabs.

- Use format painter.
- Know the keyboard shortcuts for bold, underline, italicize, and select all.

### Standard 2

Students will be able to apply advanced document formatting.

- Add page and paragraph borders in a document.
- Insert graphics and objects (shapes, lines, text boxes) into a document.
  - Edit and format graphics by changing size, position, wrap, border/fill.
- Format text in columns.
- Create and format a table.
- Insert hyperlinks (email, websites).
- Insert watermarks.
- Insert symbols and special characters.
- Insert and apply endnotes, footnotes.

## STRAND 4

**Students will be able to edit and review a document using word processing tools.**

### Standard 1

Students will be able to edit a word processing document.

- Use cut, copy and paste within a document.
- Use writing tools for spelling, thesaurus, and grammar.
- Search for text within a document.
- Know the difference between backspace and delete.
- Know how to clear formatting.
- Know keyboard shortcuts undo, redo, cut, copy, paste.

## STRAND 5

**Students will be able to create a variety of word processing documents.**

### Standard 1

Students will demonstrate composition skills at the keyboard.

- Compose sentences and short paragraphs.

### Standard 2

Students will create a variety of documents.

- Title Page
- Resume
- Labels
- Envelopes
- Business Letter
- Personal Letter
- Outline

- Report
- Table of Contents
- Reference Page (Works Cited, Bibliography)