



Word Processing Basics

EXAM INFORMATION

Items

47

Points

56

Prerequisites

KEYBOARDING 1

Grade Level

9-12

Course Length

ONE SEMESTER

Career Cluster

BUSINESS MANAGEMENT AND
ADMINISTRATION

INFORMATION TECHNOLOGY

Performance Standards

INCLUDED

Certificate Available

YES

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.

EXAM BLUEPRINT

STANDARD

PERCENTAGE OF EXAM

1- Keyboarding Skills	8%
2- Basic Word Processing Functions	25%
3- Basic Document Formatting	20%
4- Editing	16%
5- Advanced Document Formatting	15%
6- Business Documents	16%



STANDARD 1

STUDENTS WILL ENHANCE KEYBOARDING SKILLS

- Objective 1 Students will use correct keyboarding technique. This includes the following:
1. Eyes on copy or screen; not on keys.
 2. Fingers curved and oriented to home row.
 3. Correct fingers used for keystrokes.
 4. Key with smooth rhythm and quiet hands.
 5. Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
 6. Proper sitting posture: body centered with feet providing balance and elbows naturally at sides.
- Objective 2 Demonstrate a speed increase of 35 gross words per minutes on a 3-minute timed writing with no more than 2 errors per minute (6 errors on a 3-minute timed writing) through regular timed writings.
- Objective 3 Students will use the correct fingering to type the numeric keys and numeric keypad.
- Objective 4 Students will be able to correctly identify and apply the various symbols available on the keyboard.

Standard 1 Performance Evaluation included below (Optional)

STANDARD 2

STUDENTS WILL BE ABLE TO COMPLETE BASIC WORD PROCESSING FUNCTIONS

- Objective 1 Follow written step-by-step instructions.
- Objective 2 Identify the major components of word processing window and know default settings for margins, line spacing, alignment and tabs.
- Objective 3 Access features and executes commands using menus, toolbars, and the keyboard.
- Objective 4 Move the insertion point and select text using the mouse and the keyboard.
- Objective 5 Create and save a document.
- Objective 6 Open and close a document.
- Objective 7 View and print a document.
- Objective 8 Manage files by creating files; cutting, copying, and pasting files; renaming files; searching for files; and deleting files.

Standard 2 Performance Evaluation included below (Optional)

STANDARD 3

STUDENTS WILL BE ABLE TO COMPLETE BASIC DOCUMENT FORMATTING

- Objective 1 Use alignment, line spacing, and margin features to format documents.
- Objective 2 Use headers and footers, page numbering, and vertical centering to format documents.



- Objective 3 Change the appearance of text by using bold, italics, and underline; and by changing the font face, point size, and appearance.
- Objective 4 Insert bullets and create numbered lists.
- Objective 5 Insert page breaks.

Standard 3 Performance Evaluation included below (Optional)

STANDARD 4

STUDENTS WILL BE ABLE TO EDIT A DOCUMENT

- Objective 1 Demonstrate various deletion methods (delete, backspace, etc.) and use Undo and Redo.
- Objective 2 Use cut, copy, and paste within a document.
- Objective 3 Demonstrate ability to make corrections indicated by proofreaders' marks.
- Objective 4 Use writing tools for spelling, thesaurus, and grammar.
- Objective 5 Edit documents using Insert and Overtyping (Typeover).

Standard 4 Performance Evaluation included below (Optional)

STANDARD 5

STUDENTS WILL BE ABLE TO APPLY ADVANCED DOCUMENT FORMATTING

- Objective 1 Format paragraphs with left indent, a left and right indent, and a hanging indent.
- Objective 2 Use window/orphan protection.
- Objective 3 Organize information in rows and columns while utilizing the table design and layout tools.
- Objective 4 Create tabulated text by setting left, right, center, decimal, and leader tabs.
- Objective 5 Add page and paragraph borders in a document.
- Objective 6 Insert graphics and objects (shapes, lines, text boxes) into a document.
 - I. Edit and format graphics by changing size, position, wrap, border/fill.

Standard 5 Performance Evaluation included below (Optional)

STANDARD 6

STUDENTS WILL BE ABLE TO CREATE BUSINESS DOCUMENTS. STUDENTS WILL PREPARE THE FOLLOWING BUSINESS DOCUMENTS MANUALLY AND USING PRESET STYLES, IF AVAILABLE

- Objective 1 Create personal business letters using block style and open punctuation.
- Objective 2 Prepare a report with properly formatted in-text citations and a reference page.

Standard 6 Performance Evaluation included below (Optional)



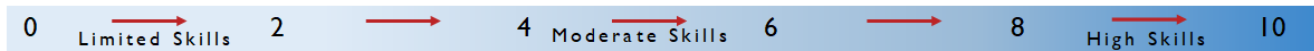
Word Processing Basics Performance Standards (Optional)

Performance assessments may be completed and evaluated at any time during the course. The following performance skills are to be used in connection with the associated standards and exam. To pass the performance standard the student must attain a performance standard average of **8 or higher** on the rating scale. Students may be encouraged to repeat the objectives until they average **8 or higher**.

Students Name _____

Class _____

PERFORMANCE RATING SCALE



STANDARD 1 Keyboarding Skills

Score:

- Use correct keyboarding technique.
 - 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, feet provide balance, elbows naturally at sides
 - Demonstrating a speed of 35 gross 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) through regular timed writings

STANDARD 2 Basic Word Processing

Score:

- Use word processing software to do basic word processing functions.
 - Follow written instructions
 - Identify components in a word processing window
 - Move the insertion point and select text using the keyboard and mouse
 - Know default settings:
 - Margins
 - Line spacing
 - Alignment
 - Tabs
 - Access features and execute commands using:
 - Menus
 - Ribbons
 - Icons
 - Toolbars
 - Keyboard
 - Manage documents:
 - Create and Save



- Shortcuts
- Open and Close
- View and Print
- Manage files:
 - Create
 - Delete
 - Cut, copy and paste
 - Rename
 - Search

STANDARD 3 Basic Document Formatting

Score:

- Complete Basic Document Formatting.
 - Use alignment, line spacing, and margin features
 - Use headers and footers, page numbering, and vertical centering
 - Change the appearance of text by using bold, italics, and underline
 - Change the font face, point size, and appearance
 - Insert bullets, insert page breaks and create numbered lists

STANDARD 4 Editing

Score:

- Edit a document.
 - Demonstrate various deletion methods (delete, backspace, etc.) and use Undo/Redo
 - Use cut, copy, and paste within a document
 - Demonstrate ability to make corrections indicated by proofreaders' marks
 - Use writing tools for spelling, thesaurus, and grammar
 - Edit documents using Insert and Overtyping (Type-over)

STANDARD 5 Advanced Document Formatting

Score:

- Apply advanced document formatting.
 - Use widow/orphan protection
 - Add page/paragraph borders
 - Organize information in rows and columns while utilizing the table design and layout tools
 - Format paragraphs
 - Left indent
 - Left and right indent
 - Hanging indent
 - Create tabulated text, set tabs:
 - Left
 - Decimal
 - Right
 - Leader
 - Center
 - Insert graphics and objects
 - Shapes
 - Lines
 - Text boxes
 - Edit and format graphics
 - Sizing
 - Wrap
 - Position



- Border/fill

STANDARD 6 Business Documents

Score:

- Create and prepare business documents both manually and using preset styles (if available).
 - Create personal business letters using block style and open punctuation
 - Prepare a report with properly formatted in-text citations and a reference page

PERFORMANCE STANDARD AVERAGE SCORE: