



## EXAM INFORMATION

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**Items**

39

**Points**

48

**Prerequisites**WORD PROCESSING BASICS OR  
25 GWAM**Grade Level**

9-12

**Course Length**

ONE SEMESTER

**Career Cluster**BUSINESS MANAGEMENT AND  
ADMINISTRATION  
INFORMATION TECHNOLOGY**Performance Standards**

INCLUDED

**Certificate Available**

YES

## DESCRIPTION

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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.

## EXAM BLUEPRINT

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**STANDARD****PERCENTAGE OF EXAM**

1- Prepare Documents	25%
2- Texts & Paragraphs	28%
3- Tables & Lists	21%
4- Citations	13%
5- Quick Parts, Textboxes, Shapes, SmartArt, Images	13%
6- Document Review (Optional)	
7- Advanced Formatting (Optional)	



## STANDARD 1

STUDENTS WILL BE ABLE TO CREATE, NAVIGATE, FORMAT, CUSTOMIZE OPTIONS, AND PREPARE DOCUMENTS TO PRINT OR SAVE.

Objective 1 Create and navigate through a document.

1. Location: Airport, Highway, Downtown Resort
2. Create a new blank document
3. Create a document using templates
4. Using non-native files in Word (.pdf, .txt, .rtf)
5. Search for text within a document (Using Go To, Find, Find and Replace)
6. Insert hyperlinks (email, place in the document, new document, email address)
7. Create bookmarks

Objective 2 Format a document.

1. Modify page setup such as margins and page orientation
2. Change document themes
3. Change document style sets
4. Insert basic headers and footers
5. Insert watermarks
6. Insert page numbers

Objective 3 Customize options and views for documents.

1. Change document views
2. Use zoom tools
3. Customize the quick access toolbar
4. Customize the ribbon
5. Split the document window
6. Add values to document properties
7. Use Show/Hide Paragraph marks

Objective 4 Prepare documents to be printed, saved or distributed.

1. Change print settings (scaling, pages per sheet, print specific sections)
2. Save documents in alternate file formats
3. Save a file to the non-default location
4. Protect a document with a password

Standard 1 Performance Evaluation included below (Optional)

## STANDARD 2

STUDENTS WILL BE ABLE TO INSERT AND FORMAT TEXT AND PARAGRAPHS.

Objective 1 Insert and modify text and paragraphs.

1. Add text to documents
2. Use find and replace
3. Copy and paste text



4. Insert text using AutoCorrect
5. Remove blank paragraphs
6. Insert built-in fields
7. Insert special characters

**Objective 2** Identify Format text and paragraphs using formatting tools

1. Change font attributes (bold, underline, font color, underline, change case)
2. Use Find and Replace with formatting
3. Use Format painter
4. Set paragraph spacing
5. Set line spacing (spacing before and after, single, double, etc.)
6. Clear formatting
7. Set indentation
8. Highlight text
9. Add styles to text
10. Format text as WordArt
11. Modify styles

**Objective 3** Group text and paragraphs using breaks and columns.

1. Use Widow/Orphan control
2. Insert section and page breaks
3. Organize text into columns
4. Forcing page breaks
5. Apply headings

Standard 2 Performance Evaluation included below (Optional)

## **STANDARD 3**

STUDENTS WILL CREATE AND MODIFY TABLES AND LISTS.

**Objective 1** Create and format a table.

1. Convert text to table
2. Set table dimensions
3. Set AutoFit options
4. Use Quick Tables
5. Use header rows within a table

**Objective 2** Modify a table using styles.

1. Sort table information
2. Change cell margins
3. Use formulas within a cell
4. Modify fonts within a table
5. Merge cells

**Objective 3** Create and modify lists.

1. Add numbering or bullets to a list
2. Create and use custom bullets (symbol, picture)
3. Change list levels (increase and decrease)
4. Change numbering style and levels



Standard 3 Performance Evaluation included below (Optional)

## STANDARD 4

STUDENTS WILL BE ABLE TO INSERT AND APPLY ENDNOTES, FOOTNOTES, CITATIONS AND CAPTIONS.

**Objective 1** Students will be able to insert and apply endnotes, footnotes, citations and captions.

1. Insert endnotes
2. Change endnote location
3. Change endnote format
4. Insert footnotes
5. Change footnote location
6. Change footnote format
7. Change footnote numbering
8. Insert citations
9. Insert citation placeholders
10. Insert a built-in Works Cited or Bibliography

**Objective 2** Add and modify captions.

1. Add captions to tables, pictures and diagrams
2. Change position of caption
3. Change caption formats
4. Change caption labels
5. Exclude caption labels

## STANDARD 5

STUDENTS WILL BE ABLE TO INSERT AND CUSTOMIZE QUICK PARTS, TEXTBOXES, SHAPES, SMARTART AND IMAGES.

**Objective 1** Insert and format building blocks.

1. Insert Quick Parts
2. Insert and draw text boxes
3. Use building blocks organizer
4. Customize building block parts (built in headers, footers, page numbering, etc.)

**Objective 2** Insert and format shapes and SmartArt.

1. Insert and draw simple shapes
2. Modify shape dimensions
3. Insert SmartArt
4. Modify SmartArt color, size and shapes
5. Change text wrapping for shapes
6. Use align and position for shapes and SmartArt

**Objective 3** Insert and format images.

1. Insert images (from computer and online images)
2. Use artistic effects



3. Apply picture effects and styles
4. Change color settings
5. Wrap text around images
6. Use align and position for images

Standard 5 Performance Evaluation included below (Optional)

## **STANDARD 6 (Optional)**

STUDENTS WILL BE ABLE TO PREPARE DOCUMENTS FOR REVIEW, MANAGE MULTIPLE DOCUMENTS AND REVIEW TOOLS.

- Objective 1** Prepare documents for review.
1. Set tracking options
  2. Restrict editing
  3. Remove hidden data and personal information from a document
  4. Mark a document as final
  5. Protect a document with a password

- Objective 2** Manage multiple documents.
1. Modify existing templates
  2. Merge documents
  3. Copy styles from one template to another
  4. Use the style organizer
  5. Copy macros from one document to another
  6. Create a link to external data
  7. Move building blocks between documents

- Objective 3** Manage document changes.
1. Track changes
  2. Accept or reject changes
  3. Add and delete comments
  4. Change markup options
  5. Resolve document style conflicts between documents
  6. Show all changes

Standard 6 Performance Evaluation included below (Optional)

## **STANDARD 7 (Optional)**

STUDENTS WILL BE ABLE TO APPLY ADVANCED FORMATTING, STYLES, AND ORDERING AND GROUPINGS USING MASTER DOCUMENTS, SUBDOCUMENTS, LINKING DOCUMENT ELEMENTS.



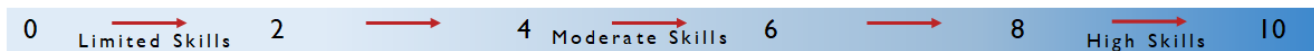
## Word Processing Performance Standards (Optional)

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 Prepare Documents

Score:

- Use word processing software to create, format, and edit documents.
  - Identify standard default settings for margins, line spacing, alignment, and tabs
  - Adjust settings for alignment, line spacing, and indentation to format paragraphs
  - Use text wrapping (word-wrap) within paragraphs
  - Use writing tools for spelling, thesaurus, and grammar
  - Use cut, copy, move, and paste within a document
  - Apply changes to fonts—including face, style, size, and effects.
  - Apply bullets and numbering to lists
  - Apply numbers, headers/footers, and vertical centering to pages
- Use word processing software to apply advanced word processing functions.
  - Change paper size and orientation
  - Find and replace text and formatting in a document
  - Insert symbols and characters
  - Apply hyphenation, non-breaking hyphens and non-breaking spaces
  - Sort a list
  - Plan, record, and play a macro

#### STANDARD 2 Texts & Paragraphs

Score:

- Use advanced features of word processing software to format documents.
  - Create labels
  - Format text in columns
  - Create a table of contents and index
  - Create documents using templates such as calendars, fax cover sheets, and other business documents
  - Add page and paragraph borders and fill in a document



**STANDARD 3 Table & Lists**

**Score:**

- Use word processing software to create and format tables and perform calculations.
  - Insert and delete columns and rows
  - Change line border, and fill styles
  - Change cell, row, column, and table formatting
  - Perform a variety of sorts within tables

**STANDARD 5 Quick Parts, Textboxes, Shapes, SmartArt, Images**

**Score:**

- Use word processing software to manipulate graphics.
  - Insert a graphic image into a document.
  - Change the image size, position, wrap, border/fill, and add a caption.
  - Use drawing tools to insert lines, shapes, and WordArt/TextArt.

**STANDARD 6 Document Review**

**Score:**

- Use word processing software to perform merges.
  - Create a data source to be used in a merge
  - Create a form/main document to be used in a merge
  - Perform a merge
  - Use appropriate merge commands to allow for user input from keyboard during a merge
  - Sort and select data records to be used in a merge

**PERFORMANCE STANDARD AVERAGE SCORE:**