Word Processing

EXAM INFORMATION	DESCRIPTION

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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 will coincide with their software training.

EXAM INFORMATION

Exam Number

262

Items

39

Points

48

Prerequisites

25 WPM

Recommended Course Length

ONE SEMESTER

National Career Cluster

BUSINESS MANAGEMENT & ADMINISTRATION INFORMATION TECHNOLOGY

Performance Standards

INCLUDED (OPTIONAL)

Certificate Available

YES

EXAM BLUEPRINT

STANDARD	PERCENTAGE OF EXAM
1- Prepare Documents	25%
2- Texts and Paragraphs	28%
3- Tables and 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, smart art, 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 dimple 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

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 (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.

Student's Name: _____

Class: _____

PERFORMANCE STANDARDS RATING SCALE

| 0 | LIMITED SKILLS | 2 | → | 4 | MODERATE SKILLS | 6 | → | 8 | HIGH SKILLS | 10 |

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.
  o Create labels
  o Format text in columns
  o Create a table of contents and index
  o Create documents using templates such as calendars, fax cover sheets, and other business documents
  o Add page and paragraph borders and fill in a document

STANDARD 3 – Tables & Lists   Score:

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

STANDARD 5 – Quick Parts, Textboxes, Shapes, SmartArt, Images   Score:

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

STANDARD 6 – Document Review   Score:

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

PERFORMANCE STANDARD AVERAGE SCORE:

Evaluator Name: _____

Evaluator Title: _____

Evaluator Signature: _____

Date: _____