

Computer Applications I

D. Word Processing

Competency: 04 Use word processing software with alternative input devices.

Objective: 4.01 Demonstrate basic word processing concepts and functions.

- . Documents
 - . Explore
 - . Create
 - . Save
 - . Retrieve
 - 0. Find
 - 0. Search and replace
 - . Edit
 - 0. Cut and paste
 - 0. Basic formatting
 - 0. Apply Styles
 - . Use word processing tools
 - 0. Spell check
 - 0. Thesaurus
 - 0. Grammar check
 - 0. Help
 - 0. Comments/tracking changes
 - . Resave
 - . Print
- . Character Formatting
 - . Bold
 - . Italics
 - . Underline
 - . Font attributes
 - . Size
 - . Type style
 - . Superscripts
 - . Subscripts

III. Paragraph Formatting Techniques

- . Alignment/justification
 - 0. Left
 - 0. Right
 - 0. Center
 - 0. Justified
- . Line spacing
- . Indenting
- . Tabs
- . Widows/orphans
- . Bullets
- . Borders
- . Left/right margins
- . Page Formatting Techniques
 - . Margins
 - . Page orientation
 - . Headers
 - . Footers
 - . Endnotes
 - . Auto Features
 - 0. Auto outline
 - 0. Table of contents
 - 0. Index
 - 0. Styles

Competency: 04 Use word processing software with alternative input devices.

Objective: 4.02 Explain advanced word processing concepts and functions.

- . Page Borders
- . Graphics
 - . Inserting
 - . Sizing
 - . Moving
 - . Formatting
- . Create One-page Flyers
- . Explain Basic E-mail Features and Options
 - . Send/receive
 - . Use an address book
 - . Access
 - . Create
 - . Forward
 - . Print
 - . Delete
 - . Attach

- V. Mail Merge
 - A. Tables
 - B. Labels
 - C. Envelopes
 - D. Letters
 - E. Database information
- VI. Object Linking and Embedding Concepts
 - A. Linking
 - B. Embedding

Competency: 04 Use word processing software with alternative input devices

Objective: 4.03 Demonstrate advanced word processing concepts and functions

- I. Page Borders
- II. Graphics
 - A. Inserting
 - B. Sizing
 - C. Moving
 - D. Formatting
- III. Create One-page Flyers
- IV. Explain Basic E-mail Features and Options
 - A. Send/receive
 - B. Use an address book
 - C. Access
 - D. Create
 - E. Forward
 - F. Print
 - G. Delete
 - H. Attach
- V. Mail Merge
 - A. Tables
 - B. Labels
 - C. Envelopes
 - D. Letters
 - E. Custom documents
 - F. Database information
- VI. Object Linking and Embedding Concepts
 - A. Linking
 - B. Embedding
- VII. Use Custom Templates

Competency: 04 Use word processing software with alternative input devices.

Objective: 4.04 Integrate word processing and web operations.

- I. Save a Word Document as a Webpage
- II. Mail-merge Table Data to Send Via Email
- III. Use the Web Toolbar
 - A. Address toolbar
 - B. Favorites
 - C. Web search
- IV. Use Hyperlinks in Word Documents
- V. Online Graphics
- VI. Create Web Forms/templates Using the Web Toolbar

Competency: 04 Use word processing software with alternative input devices.

Objective: 4.05 Complete a word processing cornerstone project applying integration techniques.

- I. Create Documents for the Grand Opening of a Business
 - A. Mail merge appropriate documents
 - B. Create a one page flyer
 - C. Apply appropriate graphics
 - D. Create borders