

Word Processing I: Grades 9, 10, 11, 12

Adopted 2003

Getting Started

1.1 Define terminology

1. Prepare a list of terms with definitions [1.1.1](#)
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1.2 Identify the layout of the keyboard

1. Demonstrate the layout of the keyboard, using alpha-numeric, keypad, function keys, and directional keys [1.2.1](#)
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1.3 Discuss the function keys

1. Demonstrate use of the function keys [1.3.1](#)
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1.4 Explain proper handling and care of hardware and software

1. Demonstrate proper handling of hardware and software [1.4.1](#)
 2. Demonstrate use of mouse, printer, and keyboard [1.4.2](#)
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1.5 Explain the difference between network computers and stand-alone computers

1.6 Review appropriate start-up procedures

1. Demonstrate appropriate start-up procedures [1.6.1](#)
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1.7 Explain how to access a working screen and the various view options available

1. Access the working screen [1.7.1](#)
 2. Access screen view options; switch/toggle between screens [1.7.2](#)
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1.8 Explain the use of the toolbar, menu bar, title bar, scroll bars, ruler

1. Demonstrate use of tool bar, menu bar, title bar, scroll bars, ruler features [1.8.1](#)
 2. Demonstrate use of minimize, maximize, and restore features [1.8.2](#)
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1.9 Explain cursor/insertion point

1. Demonstrate movement of cursor/insertion point [1.9.1](#)

1.10 Explain usage of pull-down/drop-down menu with/without a mouse

1. Demonstrate usage of pull-down/drop-down menu with/without a mouse [1.10.1](#)

1.11 Explain default settings

1. View various default settings (i.e., page setup options, font and paragraph format, print options) [1.11.1](#)

1.12 Explain appropriate procedures for exiting the application program; explain the appropriate shutdown procedures

1. Demonstrate appropriate exiting procedures [1.12.1](#)
2. Demonstrate appropriate shutdown procedures [1.12.2](#)

Text Manipulations**2.1 Define terminology**

1. Prepare a list of terms with definitions [2.1.1](#)

2.2 Explain hard return

1. Demonstrate a hard return [2.2.1](#)

2.3 Explain delete

1. Demonstrate deleting text using the backspace key [2.3.1](#)
2. Demonstrate deleting text using the delete key [2.3.2](#)

2.4 Explain insert mode and typeover/overtyping mode

1. Demonstrate the use of insert and typeover/overtyping mode [2.4.1](#)

2.5 Review text enhancement features --caps lock, bold, underline, italics

1. Demonstrate caps lock, bold, underline, and italics [2.5.1](#)

2.6 Explain save; explain the procedure for saving documents

1. Demonstrate the procedure for saving documents [2.6.1](#)

2.7 Explain redo and undo

1. Demonstrate the use of redo and undo [2.7.1](#)

2.8 Explain font type/typeface, font size/style

2.9 Explain how to change font type/typeface, font size/style

1. Demonstrate various font types/typefaces, font sizes/styles [2.9.1](#)

2.10 Explain serif and sans serif

2.11 Explain appropriate usage of serif and sans serif fonts

1. Demonstrate the appropriate use of serif and sans serif fonts [2.11.1](#)
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Retrieving, Proofreading, and Editing a Document

3.1 Define terminology

1. Prepare a list of terms with definitions [3.1.1](#)
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3.2 Explain correct procedures for retrieval of documents

1. Demonstrate correct procedures for retrieval of documents [3.2.1](#)
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3.3 Explain spell checker, grammar checker, thesaurus

1. Demonstrate use of spell checker, grammar checker, thesaurus [3.3.1](#)
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3.4 Identify proofreader's marks

1. Demonstrate correct procedures using proofreader's marks to edit a document [3.4.1](#)
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Printing and Basic File Management

4.1 Identify various print options listed on the print menu - all, current page, multiple pages, selected text printing

1. Demonstrate use of printing options in print menu [4.1.1](#)
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4.2 Explain file management procedures to create, move, copy, and delete files and folders

1. Demonstrate file management procedures to create, move, copy, and delete files and folders [4.2.1](#)
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4.3 Explain how to open a file, save a file, close a file

1. Access the file menu to open, save, or close a file [4.3.1](#)
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4.4 Explain portrait orientation, landscape orientation

1. Print a document in portrait orientation and in landscape orientation [4.4.1](#)
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Text Entry Features

5.1 Explain first-line indent

1. Create a document with a first-line indent [5.1.1](#)
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5.2 Explain how to create a hanging indent

1. Create a document with a hanging indent [5.2.1](#)
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5.3 Explain procedures for indenting from both the left and right margins

1. Create a document indenting left and right margins [5.3.1](#)
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5.4 Explain how to use a soft page break and a hard page break

1. Create a document with a soft page break and a hard page break [5.4.1](#)

5.5 Explain the date feature

1. Demonstrate the application of date features [5.5.1](#)
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5.6 Explain how to use widow/orphan protection

1. Apply widow/orphan protection to a multipage document [5.6.1](#)
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Special Editing Features

6.1 Define terminology

1. Prepare a list of terms with definitions [6.1.1](#)
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6.2 Explain the find and find-and-replace features

1. Demonstrate use of find and find-and-replace features [6.2.1](#)
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6.3 Explain the copy, cut, paste features

1. Demonstrate use of copy, cut, paste features [6.3.1](#)
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Document Formatting

7.1 Define terminology

1. Prepare a list of terms with definitions [7.1.1](#)
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7.2 Identify line spacing options

1. Create a document with different line spacing options (single spacing, double spacing, etc.) [7.2.1](#)
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7.3 Identify procedures for changing margin settings

1. Create a document with different margin settings [7.3.1](#)
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7.4 Identify kinds of tabs --left tab, right tab, decimal tab, enter

1. Create a document containing various tab settings [7.4.1](#)
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7.5 Identify leader settings

1. Create a document containing various tab settings utilizing leaders [7.5.1](#)
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7.6 Identify kinds of justification/alignment --left, right, center, justifications/alignments justified

1. Create a document using different justifications/alignments [7.6.1](#)
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7.7 Explain how to use headers and footers

1. Create a document using headers and footers [7.7.1](#)
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7.8 Explain how to use footnotes and endnotes

1. Create a document using footnotes and endnotes [7.8.1](#)
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7.9 Identify page numbering techniques

1. Perform page numbering techniques in a multipage document [7.9.1](#)
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7.10 Explain horizontal centering, vertical centering/alignment, and their usage

1. Create a document using horizontal centering and vertical centering/alignment [7.10.1](#)
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7.11 Explain the purpose of bullets, numbering, borders, and shading

1. Create a document using bullets, numbering, borders, and shading [7.11.1](#)
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Business Applications**8.1 Explain the similarities and differences of block format letter style and modified block format letter style**

1. Create a letter in block format style and a letter in modified block format style [8.1.1](#)
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8.2 Name and identify the parts of a business letter --date, letter address, salutation, body, complimentary close, writer's name and title, reference initials

1. Create a business letter with selected letter parts [8.2.1](#)
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8.3 Discuss the various styles of an interoffice memorandum

1. Create an interoffice memorandum in various styles [8.3.1](#)
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8.4 Identify terminology associated with a table --column, row, and cell

1. Create a basic table using columns, rows, and cells [8.4.1](#)
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8.5 Explain the similarities and differences of an unbound report style and a bound report style

1. Key a report using the unbound report style [8.5.1](#)
2. Key a report using the bound report style [8.5.2](#)