Arkansas CTE

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

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

1.3 Discuss the function keys

1. Demonstrate use of the function keys 1.3.1

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

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

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

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

1.9 Explain cursor/insertion point

1. Demonstrate movement of cursor/insertion point 1.9.1

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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/overtype mode

1. Demonstrate the use of insert and typeover/overtype 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

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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`

Retrieving, Proofreading, and Editing a Document

3.1 Define terminology

1. Prepare a list of terms with definitions `3.1.1`

3.2 Explain correct procedures for retrieval of documents

1. Demonstrate correct procedures for retrieval of documents `3.2.1`

3.3 Explain spell checker, grammar checker, thesaurus

1. Demonstrate use of spell checker, grammar checker, thesaurus `3.3.1`

3.4 Identify proofreader's marks

1. Demonstrate correct procedures using proofreader's marks to edit a document `3.4.1`

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`

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`

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`

4.4 Explain portrait orientation, landscape orientation

1. Print a document in portrait orientation and in landscape orientation `4.4.1`

Text Entry Features

5.1 Explain first-line indent

1. Create a document with a first-line indent `5.1.1`

5.2 Explain how to create a hanging indent

1. Create a document with a hanging indent `5.2.1`

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`

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`

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5.5 Explain the date feature

1. Demonstrate the application of date features 5.5.1

5.6 Explain how to use widow/orphan protection

1. Apply widow/orphan protection to a multipage document 5.6.1

Special Editing Features

6.1 Define terminology

1. Prepare a list of terms with definitions 6.1.1

6.2 Explain the find and find-and-replace features

1. Demonstrate use of find and find-and-replace features 6.2.1

6.3 Explain the copy, cut, paste features

1. Demonstrate use of copy, cut, paste features 6.3.1

Document Formatting

7.1 Define terminology

1. Prepare a list of terms with definitions 7.1.1

7.2 Identify line spacing options

1. Create a document with different line spacing options (single spacing, double spacing, etc.) 7.2.1

7.3 Identify procedures for changing margin settings

1. Create a document with different margin settings 7.3.1

7.4 Identify kinds of tabs --left tab, right tab, decimal tab, enter

1. Create a document containing various tab settings 7.4.1

7.5 Identify leader settings

1. Create a document containing various tab settings utilizing leaders 7.5.1

7.6 Identify kinds of justification/alignment --left, right, center, justifications/alignments justified

1. Create a document using different justifications/alignments 7.6.1

7.7 Explain how to use headers and footers

1. Create a document using headers and footers 7.7.1

7.8 Explain how to use footnotes and endnotes

1. Create a document using footnotes and endnotes 7.8.1

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Identify page numbering techniques

1. Perform page numbering techniques in a multipage document 7.9.1

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`

7.11 Explain the purpose of bullets, numbering, borders, and shading

1. Create a document using bullets, numbering, borders, and shading `7.11.1`

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`

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`

8.3 Discuss the various styles of an interoffice memorandum

1. Create an interoffice memorandum in various styles `8.3.1`

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`

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`