Arkansas CTE

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

Adopted 2003

Customizing Documents

1.1 Explain a style

1. Define and apply a style 1.1.1
2. Create a custom style 1.1.2

1.2 Explain templates

1. Create a document using a template 1.2.1
2. Edit a template 1.2.2

1.3 Explain columns

1. Format a document with columns 1.3.1
2. Hard/Nonbreaking spaces 1.3.2
3. Explain hyphenation 1.3.3

1.4 Explain hard spaces/nonbreaking spaces, hyphenation

1. Apply hard spaces/nonbreaking spaces, hyphenation 1.4.1

1.5 Explain special characters

1. Prepare document using special characters (em dash, ©, ®, ellipsis…) 1.5.1

1.6 Explain the use of text boxes

1. Prepare a document incorporating text boxes 1.6.1

Alphabetic and Numeric Information

2.1 Explain procedures for sorting

1. Perform an alphabetic and numeric sort in ascending and descending order 2.1.1

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2.2 Analyze basic table parts

1. Create a table 2.2.1
2. Format a table with borders and fill 2.2.2
3. Format cells, merge/join cells, split cells 2.2.3
4. Insert/delete rows and columns 2.2.4

Business Forms

3.1 Explain business forms (printed, online)

1. Create a business form 3.1.1

3.2 Explain the scanning process and forms

1. Scan a document into an electronic file 3.2.1

Merging

4.1 Define terminology

1. Prepare a list of terms with definitions 4.1.1

4.2 Explain merge procedures and applications

1. Create a form file/main document 4.2.1
2. Create a data source file 4.2.2
3. Merge a form and data file 4.2.3

4.3 Explain other merges

1. Create a table data file 4.3.1
2. Merge a table data file 4.3.2

4.4 Explain other applications of merges

1. Create supplemental merge documents (memos, envelopes, labels) 4.4.1

Graphics

5.1 Explain graphics

1. Insert a graphic 5.1.1
2. Manipulate a graphic (move, size, rotate) 5.1.2
3. Wrap text around a graphic 5.1.3
4. Insert a watermark 5.1.4
5. Create a document using drawing tools 5.1.5

5.2 Explain procedures for scanning graphics

1. Scan a graphic 5.2.1

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Explain passwords

1. Demonstrates how to password protect a file 6.1.1

6.2 Explain bookmarks

1. Prepare a document with bookmarks 6.2.1

6.3 Explain table of contents

1. Create a table of contents 6.3.1

6.4 Explain index

1. Create an index 6.4.1

6.5 Explain macros

1. Record a macro 6.5.1
2. Run/Play a macro 6.5.2

Web Design

7.1 Explain Web publishing tools

1. Create a Web page 7.1.1
2. Create hyperlinks 7.1.2