

Computer Skills Placement Objectives

Word Processing

Using the application

First steps with Word Processing

Open (and close) a word processing application.

Open one, several documents.

Create a new document (based on default, other available template).

Save a document to a location on a drive.

Save a document under another name.

Save a document in another file type such as: text file, Rich Text Format, HTML, template, software specific file extension, version number.

Switch between open documents.

Use available Help functions.

Close a document.

Adjust Settings

Change between page view modes.

Use magnification/zoom tools.

Display, hide built-in toolbars.

Display or hide non-printing characters

Modify basic options/preferences in the application: user name, default directory/folder to open, save documents.

Main Operations

Insert Data

Insert Text

Insert special characters, symbols.

Select Data

Select character, word, line, sentence, paragraph, entire body text.

Edit Data

Edit content by inserting new characters, words within existing text, over-typing to replace existing text.

Use the undo, redo command.

Duplicate, Move, Delete

Duplicate text within a document, between open documents

Move text within a document, between open documents

Delete text.

Search and Replace

Use the search command for a specific word, phrase

Use a simple replace command for a specific word, phrase

Formatting

Text Formatting

Change text appearance: font sizes, font types.

Apply text formatting such as: bold, italic, underline

Apply subscript, superscript to text.
Apply case changes to text.
Apply different colors to text.
Copy formatting from a piece of text to another piece of text.
Apply an existing style to a word, a line, a paragraph
Use automatic hyphenation

Paragraph Formatting

Insert, remove paragraph marks.
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Insert, remove soft carriage return (line break) marks
Align text left, centre, right, justified.
Indent paragraphs: left, right, first line, hanging.
Apply single, double line spacing within paragraphs
Apply spacing above, below paragraphs.
Set, remove and use tabs: left, centre, right, decimal
Apply bullets, numbers to a single level list. Remove bullets, numbers from a single level list.
Change between the style of bullets, numbers in a single level list from built-in standard options
Add a top and bottom border, box border and shading to a paragraph.

Document Formatting

Change document orientation, portrait, landscape. Change paper size.
Change margins of entire document, top, bottom, left, right.
Insert, delete a page break in a document.
Add, modify text in Headers, Footers.
Add fields in Headers, Footers: date, page number information, file location.
Apply automatic page numbering to a document

Objects

Tables

Create a table ready for text insertion.
Insert, edit data in a table.
Select rows, columns, cells, entire table.
Insert, delete, rows and columns.
Modify column width, row height.
Modify cell border width, style, color.
Add shading to cells.

Pictures, Images, Charts

Insert a picture, an image, a chart into a document.
Select a picture, image, chart in a document.
Duplicate a picture, image, chart within a document, between open documents.
Move a picture, image, chart within a document, to another document.
Resize a picture, image, chart.
Delete a picture, image, chart.

Mail Merge

Concept and Practice

Understand the term mail merge and the concept of merging a data source with a main

document such as a letter or a label document.

Open, prepare a main document for a mail merge by inserting data fields.

Open, prepare a mailing list, other data file, for use in a mail merge.

Merge a mailing list with a letter, label document

Prepare Outputs

Preparation

Understand the importance of proofing your document such as: checking the layout, presentation (margins, appropriate font sizes and formats) and spelling.

Spell-check a document and make changes such as correcting spelling errors, deleting repeated words.

Add words to a built-in custom dictionary.

Preview a document.

Printing

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Choose print output options such as: entire document, specific pages, number of copies.

Print a document from an installed printer using defined options, default settings.