

# 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.  
CSP Objectives Word Processing 1  
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***

CSP Objectives Word Processing 2

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.