

ICT Word Processing Essentials Learning Objectives

ICT Domain 7: Word Processing Essentials

Learning Objectives

Sub-Domain 7.1:

Identify the functions and benefits of word-processing software, both locally installed and online.

7.1.1

Describe the general functions of word-processing software, including benefits for document creation, commonly used word-processing applications.

7.1.2

Define the term "cloud computing," and explain benefits of creating and storing word-processing documents online.

7.1.3

List and describe common word-processor interface tools and features.

Sub-Domain 7.2:

Demonstrate proficiency in using word-processing software to create basic documents and format content.

7.2.1

Define the term "format" as it relates to word processing.

7.2.2

Identify common keyboard shortcuts used in word processors, and explain the benefits of using shortcuts.

7.2.3

Format the page setup of a document, including margins, line spacing, indents, headers vs. footers, orientation.

7.2.4

Explain printing options in a word processor, including shrink-to-fit, gutters, document orientation.

7.2.5

Copy, paste and move text within a document using mouse, menu and keyboard techniques.

7.2.6

Copy, paste and move text among multiple documents using mouse, menu and keyboard techniques.

7.2.7

Modify document view settings to display close-up, single and multiple pages.

7.2.8

Format text using styles and font tools in a word processor.

7.2.9

Format a document using multi-level heading styles to enable an outline view (e.g., document map, navigation pane) in a word processor.

7.2.10

Create a table of contents using auto-generation tools and techniques in a word processor.

7.2.11

Insert page breaks in a document.

7.2.12

Create source citations and/or a bibliography in a document.

7.2.13

Insert a current date and time stamp into a document.

7.2.14

Use word processor tools to determine the number of pages, words and characters in a document.

Subdomain 7.3:

Demonstrate proficiency in working with images and graphical objects in word-processing documents.

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7.3.1

Insert and modify sizing of images in a word-processing document.

7.3.2

Position an image relative to text in a document, using various text-wrapping options (inline, square, tight, etc.).

7.3.3

Use word-processor drawing tools to create pre-formatted shapes that enhance a document's content.

7.3.4

Use word-processor drawing tools to format graphical text objects (e.g., WordArt), including shape, spacing, shadow, 3D effects.

7.3.5

Use word-processor drawing tools to create a visual representation of information (e.g., SmartArt), such as a diagram, flow chart, etc.

7.3.6

Insert a spreadsheet object into a document.

7.3.7

Create a report or essay that includes a title page, text, a graphic or image, and a bibliography.

Subdomain 7.4:

Demonstrate proficiency in working with content structures such as lists and tables in word-processing documents.

7.4.1

Apply a column layout to text in a document as appropriate for the content (e.g., article, newsletter).

7.4.2

Apply simple numbered and bulleted lists in a document to make content easier to read and understand.

7.4.3

Format numbered and bulleted lists to produce a multi-level outline in a document.

7.4.4

Create a table in a word-processing document, and enter and move data in the table.

7.4.5

Convert a body of text into a table structure in a document to make content easier to read and understand.

7.4.6

Apply formatting to table rows, columns and cells in a document.

Subdomain 7.5:

Demonstrate proficiency in editing content and collaborating on projects using word-processing software tools.

7.5.1

Define "collaboration" and explain ways that users can collaborate on word-processing documents, including installed software vs. cloud-based software, real-time collaboration, autosave, sharing tools, revision history.

7.5.2

Use the translation tool in a word processor to translate text in a document from English into another language, and vice versa.

7.5.3

Add comments to a document when reviewing and/or editing content.

7.5.4

Revise a document using editing tools (e.g., Track Changes) in a word processor, and accept or reject changes as appropriate.