

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.	

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

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.