

ADVANCED WORD PROCESSING
OVERVIEW

I. MAINTAINING AND CUSTOMIZING DOCUMENTS

GOAL: To demonstrate mastery of Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of maintaining and customizing documents.

OBJECTIVE:

a. The learner will maintain and customize documents in Microsoft Word XP.

II. CREATING AND FORMATTING TABLES

GOAL: To demonstrate mastery of Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying tables.

OBJECTIVE:

a. The learner will create and format tables in Microsoft Word XP.

III. ENHANCING DOCUMENTS WITH SPECIAL FEATURES

GOAL: To demonstrate mastery of Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of enhancing documents with special features.

OBJECTIVE:

a. The learner will enhance documents with special features in Microsoft Word XP.