

WORD PROCESSING OVERVIEW

I. CREATING, PRINTING, AND EDITING WORD 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 keying paragraphs and tables.

OBJECTIVE:

- a. The learner will create, save, name, print, open and close a Microsoft Word XP document.

II. FORMATTING CHARACTERS AND USING HELP

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 formatting characters and using the Help feature.

OBJECTIVE:

- a. The learner will format characters and use the Help feature in Microsoft Word XP.

III. FORMATTING PARAGRAPHS AND 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 formatting paragraphs and documents.

OBJECTIVE:

- a. The learner will format paragraphs and documents in Microsoft Word XP.