

LearningFast - ICT Skills Benchmark™

Competency 5: Word Processing (Word 97)

Using the computer for the creation, editing, formatting, storing and printing of documents. Most documents used today are produced by using word processing applications.

Learning Activities (75)

Introducing Word 97

Getting Started

Opening Word

Finding Help

Managing Files

Opening Existing Documents

Finding a Document

Saving a Document Using its Current Name

Saving a Document Using a New Name

Editing and Checking Documents

Page Setup and Margins

Moving Around a Document

Using the Scroll Bar

Using the Go To Command

Editing Text

Cut, Copy and Paste

Undo and Repeat

Overtyping Mode

The Find Command

The Replace Command

Inserting Date and Time

Tools for Proofing and Reviewing

Checking Spelling

Using the Grammar Checker

Using the Thesaurus

AutoCorrect Options and Exceptions

AutoCorrect – New and Existing Entries

Formatting Text

Characters and Text

Bold and Italic

Underlining

Other Effects

Font Type and Size

AutoFormat

Paragraphs

Alignment

Line Spacing

Indentation

Hyphenation

The Tabs Command

Documents

Bullets and Numbering

Breaks

Headers and Footers

Page Numbers

Vertical Alignment

Advanced Formatting

Footnotes and Endnotes

Embedding an Excel Table

Linking Excel Tables and Files

Creating an Index Concordance File

Generating an Index

Enhancing and Printing Documents

Styles

Applying Existing Styles

Creating a New Style

Editing a Style

LearningFast - ICT Skills Benchmark™

Creating a Table of Contents
Templates
Using a Template
Creating a Fax
Creating an Online Form
Columns
Creating and Editing Columns
Revising Column Structure
Deleting Columns
Tables
Creating and Formatting a Table
Adding Rows and Columns
Adding Formulas to Tables
Formatting Cells
Merging and Sizing Cells
Printing
Print Preview
Printing a Document
Extra Features
Outlines
Creating an Outline
Modifying an Outline
Creating a Master Document
Drawing
Line Drawing
Object Drawing
3-D Shapes
Envelopes and Labels
Preparing Envelopes
Printing Envelopes
Preparing and Printing Labels
Internet and Intranet
Saving a Document as HTML
Creating Hyperlinks
Browsing Linked Documents
Creating a website with Hyperlinks
Advanced Topics
Using Mail Merge
Sorting a List
Creating a Chart
Using Macros
Reviewing Documents