Monash LearningFast - ICT Skills Benchmark™

Competency 5: Word Processing (Word XP)
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 (35)	Completion Time (4.2hrs)
Introducing Word XP	
Opening Word and Help Features	
Opening and Closing Word	4.5mins
Utilising Help	7mins
Word Window Elements	
Navigating the Word Screen	8.5mins
Starting a Document	
Inserting text/numbers	7mins
Selecting text	5mins
Inserting symbols	8.5mins
Managing Files	
Opening/saving and closing a document	8mins
Editing Options	
Moving and Replacing Text	
Cutting, copying and pasting text	8.5mins
Using Find, Replace and Go To	9mins
Checking Spelling and Grammar	
Spell checking a document	6.5mins
Using the Thesaurus	6mins
Auto Features	
Using AutoCorrect	7mins
Using AutoComplete	7mins
Using Word Count	3.5mins
Formatting Options	
Formatting Text	
Formatting essentials/toolbar	6mins
Using the formatting dialog box	10mins
Formatting Paragraphs	
Aligning and Spacing Paragraphs	6.5mins
Applying borders/shading	9.5mins
Tabs, Indents, Bullets and Numbers	
Using and Setting Tabs	5.5mins
Indenting text	6.5mins
Applying bullets and numbers	6.5mins
Formatting Pages	
Using page breaks	3.5mins
Adding page numbers	5.5mins
Creating headers/footers	8.5mins
Layout Options	
Sections and Columns	
Inserting a section break	3.5mins
Creating columns	6mins
Using Styles	
Creating and applying styles	9mins
Changing Views	
Working with different views	8.5mins
Tables	
Simple Table Functions	
Creating a table	12mins
Formatting a table	12mins
Advanced Table Functions	
Converting text to a table	3mins
Creating formulas	6.5mins
Printing Options	
Using the Page Setup Dialog Box	
Adjusting margins	6.5mins
Selecting a different paper size	4.5mins

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Changing the page orientation	4.5mins
Previewing and Printing a Document	
Print Preview	5.5mins
Print a document	6mins