

LearningFast - ICT Skills Benchmark™

Competency 5: Word Processing (Word XP / 2003)

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)

Introducing Word XP / 2003

Opening Word and Help Features

Opening and Closing Word

Utilising Help

Word Window Elements

Navigating the Word Screen

Starting a Document

Inserting text/numbers

Selecting text

Inserting symbols

Managing Files

Opening/saving and closing a document

Editing Options

Moving and Replacing Text

Cutting, copying and pasting text

Using Find, Replace and Go To

Checking Spelling and Grammar

Spell checking a document

Using the Thesaurus

Auto Features

Using AutoCorrect

Using AutoComplete

Using Word Count

Formatting Options

Formatting Text

Formatting essentials/toolbar

Using the formatting dialog box

Formatting Paragraphs

Aligning and Spacing Paragraphs

Applying borders/shading

Tabs, Indents, Bullets and Numbers

Using and Setting Tabs

Indenting text

Applying bullets and numbers

Formatting Pages

Using page breaks

Adding page numbers

Creating headers/footers

Layout Options

Sections and Columns

Inserting a section break

Creating columns

Using Styles

Creating and applying styles

Changing Views

Working with different views

Tables

Simple Table Functions

Creating a table

Formatting a table

Advanced Table Functions

Converting text to a table

Creating formulas

Printing Options

Using the Page Setup Dialog Box

Adjusting margins

Selecting a different paper size

LearningFast - ICT Skills Benchmark™

Changing the page orientation
Previewing and Printing a Document
Print Preview
Print a document