

Summary of Skills

Examine the completed projects. Indicate the skills in which students have mastered by placing a check mark beside the learning objective.

Content Knowledge:

understand the role of an editor	
list the features of a word processing program and how it helps editors do their jobs	

Operating Environment:

open and close a program	
save a document	
open a document	
label the parts of the program window	
create a folder	
change the view: Print Layout, Full Screen Reading, Web Layout, Outline and Draft	
name a file	
navigate to a folder using a directory	
change the part of a document in view using the page down, page up, scroll box arrows, scroll bar, and "Go To" keyboard command	

Word Processing:

format text using the Font command	
format text size using the Font Size command	
format text style using the style commands; bold, italic and underline	
align text to the left, center and right	
number a list of text using the Numbering command	
bullet a list of text using the Bullets command	
highlight text using the Text Highlight Color command	
format text color using the Font Color command	
delete text using the backspace and delete keys	
remove a series of actions using the Undo command	
replace a series of actions using the Redo command	
apply font effects such as emboss, engrave, subscript, or outline	
expand or condense character spacing	
remove a selection using the delete key	
remove a selection and place it onto the Office clipboard using the Cut command	
duplicate a selection and place it on the Office clipboard using the Copy command	
place a selection into a document from the Office clipboard using the Paste command	
insert clip art and adjust the text wrapping	
change the view of a document using the tools on the Print Preview toolbar	
correct spelling and grammar errors using the Spelling & Grammar command	
edit a document in Print Preview view	
view a document in the Print Preview window	

Graphics:

format text using the Font command	
insert clip art using the Clip Art task pane	
increase or decrease the size of an object	
apply a picture style to clip art	
apply text wrapping	
position an object in a document	
insert a drawing canvas	
change object order by moving objects from the front to the back and vice versa	
resize the drawing canvas	

Graphics:	<input checked="" type="checkbox"/>
draw a line using the Line command	
draw an arrow using the Arrow command	
nudge a drawing object using the arrow keyboard keys and the four-way arrow	
draw multiple drawing objects by locking a drawing command	
draw a rectangle or square using the Rectangle command	
draw an oval or circle using the Oval command	
draw a text box	
format the style, fill color, line color, weight, dash style, and shape of a drawing object	
add a shadow or make an image three-dimensional using the Shadow or 3D commands	
draw a shape	
add text to a drawing object	
add WordArt from the WordArt gallery	
format the WordArt letter spacing, height, orientation, alignment, style, fill, outline, shape, shadow, and three dimensional effect	
format the text wrapping of WordArt	
bend and rotate WordArt	

Applied Technology:	<input checked="" type="checkbox"/>
edit the appearance of text on the storybook front cover using formatting commands	
format selected descriptive words in a poem to make them look like their meaning	
illustrate story events using clip art images	
edit the appearance of a comic strip using Shapes and WordArt	
edit the contents of a story using the Cut, Copy, and Paste commands	
edit the spelling, grammar, and layout of a publication	