

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

compare an ezine to a traditional magazine	<input checked="" type="checkbox"/>
critically examine ezines to determine strengths and weaknesses	<input type="checkbox"/>
organize facts to write articles for teens	<input type="checkbox"/>
plan content of electronic magazine	<input type="checkbox"/>
proofread an article for spelling and grammar errors	<input type="checkbox"/>
research a topic	<input type="checkbox"/>
write using language suitable for the audience	<input type="checkbox"/>

Operating Environment

examine the parts of the Microsoft Word window	<input checked="" type="checkbox"/>
magnify a document using the Zoom slider	<input type="checkbox"/>
open a document	<input type="checkbox"/>
open and close a program	<input type="checkbox"/>
print a document	<input type="checkbox"/>
save a document	<input type="checkbox"/>

Applied Technology

edit text in a movie review	<input checked="" type="checkbox"/>
insert and customize the appearance of shapes, clip art and WordArt	<input type="checkbox"/>
use a web browser to locate information on the Internet	<input type="checkbox"/>
write a music article for teens	<input type="checkbox"/>
write an article about trends for teens	<input type="checkbox"/>
create a front cover page for a document	<input type="checkbox"/>
prepare a document for publication	<input type="checkbox"/>

Desktop Publishing

apply alignment of objects that is suitable to the purpose	<input checked="" type="checkbox"/>
apply alignment of text that is suitable for the purpose	<input type="checkbox"/>
apply consistency in design elements	<input type="checkbox"/>
choose styles, colors, and fonts, that complement each other	<input type="checkbox"/>
create a balanced layout that avoids clutter and improves readability	<input type="checkbox"/>
evaluate the content, layout, and design of a publication	<input type="checkbox"/>
layout text to allow for horizontal and vertical white space to improve readability	<input type="checkbox"/>
list information using numbers or bullets to improve readability	<input type="checkbox"/>
select a font color to enhance the message	<input type="checkbox"/>
select a font size to indicate important information	<input type="checkbox"/>
select a font style (bold, italic, underline) to emphasize words or groups of words	<input type="checkbox"/>
select a font that enhances the message and is easy to read	<input type="checkbox"/>
use pictures that attract attention	<input type="checkbox"/>

Graphics

adjust the object order	
adjust the text wrapping	
align objects on a page	
align WordArt or clip art on a page	
change a shape but keep the formatting	
customize the look of a shape, text box, or WordArt by applying a preset style, fill, outline, shadow, or three-dimensional effect	
delete a text box	
draw a shape, text box, or WordArt	
edit the text, spacing, height, orientation, and alignment of WordArt	
format the picture style of clip art	
insert WordArt	
rotate, scale, move, and distort shapes	

Telecommunications

navigate to a bookmarked site	
follow a hyperlink	
view websites related to a particular topic	
search the Internet for information on a musician	
save a picture from the Internet to a folder	

Word Processing

activate a hyperlink in a document	
add text to a table	
adjust the line spacing	
apply a table style	
apply format painter to copy formatting	
bookmark a location in a document	
bullet text using the Bullets command	
create a hyperlink from a picture to a bookmarked location within a document	
cut and paste text	
decrease an indent using the BACKSPACE key and the Decrease Indent command	
edit a document for spelling and grammar errors	
format text using the Mini toolbar	
format the font, font size, font style, font color, and alignment of text	
highlight text using the Text Highlight Color command	
indent text using the TAB key and the Increase Indent command	
insert a page break	
insert a picture file or clip art	
insert a table	
insert rows into a table	
number text using the Numbering command	
print preview a document to edit the layout	
select text	
set the row height of a table	
set the table options including the automatic resizing of cells	
show or hide formatting marks in a document	