

# DOCUMENT PROCESSING SECTION

**PURPOSE:** Students will learn to use features of word processing that will benefit them in all classes. Students will learn to use presentation software as a communication tool for personal and school-related tasks. This course will also provide students with valuable career information.

## **HIGH ACHIEVEMENT UNIT OUTCOMES:**

**Outcome I:** Students will demonstrate basic document formatting

**Components:**

1. Adjust Margins, Indentions, Justification, Line Spacing
2. Apply Underlining, Bold, Italics
3. Insert Date/File Code
4. Use Format Painter
5. Insert Footnotes and Endnotes
6. Use GO TO command/Switching Between Documents
7. Split and Arrange Document Windows

**Outcome II:** Students will demonstrate the use of writing tools

**Components:**

1. Use Speller, Thesaurus, Grammar Check
2. Search and replace text
3. Utilize Hyphenation command

**Outcome III:** Students will demonstrate the use of pagination techniques

**Components:**

1. Number pages
2. Use Widow/Orphan Protection
3. Insert Headers/Footers
4. Hard Page Break

**Outcome IV:** Students will design and format tables

**Components:**

1. Identify cells, rows, columns
2. Create a Table
3. Insert and Delete Rows and Columns
4. Adjust Column Widths
5. Edit Data
6. Format Cells and Columns
7. Move, Copy, and Paste Text
8. Remove and Insert Lines
9. Change Borders and Lines/Fill
10. Join and Split Cells
11. Sorting

**Outcome V:** Students will apply column, font, and character formatting

**Components:**

1. Create Newspaper Columns
2. Create Balanced Columns
3. Change Fonts
4. Use symbols, superscripts, subscripts

**Outcome VI:** Students will create and format outlines

**Components:**

1. Use Outline Toolbar
2. Create and Edit an outline
3. Change paragraph numbering
4. Insert and edit bullets

**Outcome VII:** Students will create and enhance presentations

**Components:**

1. Define presentation software
2. Create a new slide
3. Enter slide text
4. Work in Outline View
5. Sort slides
6. Enter text in Notes Page View
7. Check Spelling
8. Draw objects
9. Insert a scanned image
10. Insert Clip art
11. Resize and scale graphics
12. Enter and edit data in a datasheet
13. Embed a Chart
14. Format a Chart
15. Use slide show commands
16. Set slide show timings and transitions
17. Set slide show animation effects

**Outcome VIII:** Students will install hardware and software

**Components:**

1. Install peripherals
2. Install software

**Outcome IX:** Students will demonstrate career development skills

**Components:**

1. Access and use information to develop educational and career options
2. Self-assessment of skills and interests
3. Participate in career exploration activities
4. Recognize potential impact of career choice on family and personal life.

**Outcome X:** Students will develop leadership skills

**Components:**

1. Displays courtesy, tactfulness, and patience
2. Control emotions under demands, time, pressure, and opposition
3. Ask appropriate questions
4. Apply one or more problem-solving processes to a given situation(s).
5. Accept responsibility for personal decisions and actions
6. Display appropriate image and dress
7. Recognize the accomplishments of others
8. Recognize those who help and contribute
9. Identify leadership opportunities in the school and community
10. Responds positively to criticism