

ICT Word Processing Essentials Objectives Matrix

The *ICT Word Processing Essentials* course focuses on the fundamentals of using common word-processing application software. Students will learn to use the application to create new documents, and to add and edit content. They will use application tools to design a document's look-and-feel by manipulating page layout, fonts, styles and images. They will also learn to create text structures that make content easier to read and understand, including tables, and bulleted and numbered lists. Finally, students will learn to collaborate on word-processing projects by editing and sharing documents.

ICT Word Processing Essentials Objective	ICT Word Processing Essentials Courseware Lesson(s) and Section(s)
Domain 7.1: Identify the functions and benefits of word-processing software, both locally installed and online, including general word-processing functions, cloud computing and common interface features.	
7.1.1: Describe the general functions of word-processing software, including benefits for document creation, commonly used word-processing applications.	Lesson 1: Introduction to Word Processing - What Is a Word Processor?
7.1.2: Define the term "cloud computing," and explain the differences of creating and storing word-processing documents online versus a physical location.	Lesson 1: Introduction to Word Processing - Storing Your Documents
7.1.3: List and describe common word processor interface tools and features.	Lesson 1: Introduction to Word Processing - Getting Started with Word Processing
Domain 7.2: Demonstrate proficiency in using word-processing software to create basic documents and format content, including keyboard shortcuts, page setup tools, printing options, text-editing techniques, document views, styles and fonts, multi-level headings, document navigation, table of contents, page breaks, course citations, date/time stamp, and word count.	
7.2.1: Define the term "format" as it relates to word processing.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.2: Identify common keyboard shortcuts used in word processors, and explain the benefits of using shortcuts.	Lesson 1: Introduction to Word Processing - Getting Started with Word Processing Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.3: Format the page setup of a document, including margins, line spacing, indents, headers vs. footers, orientation.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.4: Explain printing options in a word processor, gutters, and document orientation.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.5: Copy, paste and move text within a document using mouse, menu and keyboard techniques.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.6: Copy, paste and move text among multiple documents using mouse, menu and keyboard techniques.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor

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7.2.7: Modify document view settings to display close-up, single and multiple pages.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.8: Format text using styles and font tools in a word processor.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.9: Format a document using multi-level heading styles to enable an outline view (e.g., document map, navigation pane) in a word processor.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.10: Create a table of contents using auto-generation tools and techniques in a word processor.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.11: Insert page breaks in a document.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.12: Create source citations and/or a bibliography in a document.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.13: Insert a current date and time stamp into a document.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
7.2.14: Use word processor tools to determine the number of pages, words and characters in a document.	Lesson 2: Formatting, Editing and Printing Documents - Formatting Documents in a Word Processor
Domain 7.3: Demonstrate proficiency in working with images and graphical objects in word-processing documents, including image insertion and sizing, image positioning relative to text, tools for drawing, pre-formatted shapes, graphical text objects, visual info representation (diagrams and graphs), and spreadsheet insertion.	
7.3.1: Insert and modify sizing of images in a word-processing document.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.2: Position an image relative to text in a document, using various text-wrapping options (inline, square, tight, etc.).	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.3: Use word-processor drawing tools to create pre-formatted shapes that enhance a document's content.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.4: Use word-processor drawing tools to format graphical text objects (e.g., WordArt), including shape, spacing, shadow, 3D effects.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.5: Use word-processor drawing tools to create a visual representation of information (e.g., SmartArt), such as a diagram, flow chart, etc.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.6: Insert a spreadsheet object into a document.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents
7.3.7: Create a report or essay that includes a title page, text, a graphic or image, and a bibliography.	Lesson 3: Working with Images and Shapes in Documents - Images and Shapes in Documents

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Domain 7.4: Demonstrate proficiency in working with content structures such as lists and tables in word-processing documents, including column layouts, bulleted and numbered lists, multi-level outlines, and table structures.	
7.4.1: Apply a column layout to text in a document as appropriate for the content (e.g., article, newsletter).	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
7.4.2: Apply simple numbered and bulleted lists in a document to make content easier to read and understand.	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
7.4.3: Format numbered and bulleted lists to produce a multi-level outline in a document.	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
7.4.4: Create a table in a word-processing document, and enter and move data in the table.	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
7.4.5: Convert a body of text into a table structure in a document to make content easier to read and understand.	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
7.4.6: Apply formatting to table rows, columns and cells in a document.	Lesson 4: Structuring Text Content in Documents - Text Content in Documents
Domain 7.5: Demonstrate proficiency in editing content and collaborating on projects using word-processing software tools, including installed software vs. cloud-based software, real-time collaboration, sharing tools, revision history, language translation, document commenting and editing tools.	
7.5.1: Define "collaboration" and explain ways that users can collaborate on word-processing documents, including installed software vs. cloud-based software, real-time collaboration, autosave, sharing tools, revision history.	Lesson 5: Revising and Collaborating on Documents - Document Revision and Collaboration
7.5.2: Use the translation tool in a word processor to translate text in a document from English into another language, and vice versa.	Lesson 5: Revising and Collaborating on Documents - Document Revision and Collaboration
7.5.3: Add comments to a document when reviewing and/or editing content.	Lesson 5: Revising and Collaborating on Documents - Document Revision and Collaboration
7.5.4: Revise a document using editing tools (e.g., Track Changes) in a word processor, and accept or reject changes as appropriate.	Lesson 5: Revising and Collaborating on Documents - Document Revision and Collaboration