

# Word Processing

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1.
  - a. Briefly describe the meaning of the term ‘word processing’.
  - b. List the hardware needed for word processing.
2. Demonstrate correct posture while using a keyboard.
3. Demonstrate ability to correctly:
  - a. Switch on the hardware and open the word processing software.
  - b. Close all documents and software, then shutdown / turn-off all hardware.
4. Demonstrate ability to: (Note that this may be done in conjunction with Requirement 5)
  - a. Navigate the computer’s document / file storage system (viz Microsoft’s ‘My Documents’)
  - b. Retrieve / open a document from the computer’s document / file storage system
  - c. Create a new folder in the computer’s document / file storage system
  - d. Create a new word-processing document.
  - e. Give the new document a suitable file name and save it in the appropriate folder in the computer’s document / file storage system. Explain why it is important to ensure that a document being worked on is continually saved and backed up.
  - f. Ensure the document has its file name and its latest revision clearly noted on the document. Explain why it is important to do so.
5. Create a document consisting of no less than 800 words and which demonstrates skill in applying each of the following. Save and print the document. Make a backup copy.
  - a. Setting up a document:
    - i. Save the document in the appropriate folder. Make a new folder if this is best.
    - ii. Set page orientation: portrait or landscape.
    - iii. Create a header and footer.
    - iv. Set margins.
    - v. Insert automatic page numbering in the header or footer.
    - vi. Insert the date of the latest revision and the document’s file name in the header or footer.
  - b. Formatting a document using the following:
    - i. Fonts: Type (ie Arial etc), Size (ie 12 etc), Style (ie bold), Colour & Underlining.
    - ii. Text alignment: Left, Centre, Right and Justify.
    - iii. Line spacing.
    - iv. Lists and bullets.
    - v. Numbering of headings.
  - c. Editing a document by:
    - i. Copying text.
    - ii. Moving text.
    - iii. Correcting spelling and grammar using auto correct.
    - iv. Searching and replacing words or text.
  - d. Inserting into a document:
    - i. A table with headings and a minimum of 3 columns and 5 rows.
    - ii. A picture or Clip Art.

**Skill Level 2**

Original Honor 2013

Vocational  
North American Division  
Origin: South Pacific Division  
2013 Update