

Curriculum Guide

LESSON

NEW SKILLS

Word Processing

Part 1: Introduction to Word Processing

Part 2: Document Basics & Formatting

1	My Favorite Things	<i>Creating Your First Document</i>	Creating, Naming, and Saving a Document • Revising, Renaming, and Saving an Existing Document • Changing Font and Font Size • Printing a Document • Closing a Document
2	Super Cuts	<i>Formatting Text</i>	Applying Bold, Italics, and Underline • Increasing and Decreasing Font Size • Aligning Text • Using Cut, Copy, and Paste • Creating a Numbered List
3	State Symbols	<i>Enhancing & Formatting Text</i>	Changing Font Color • Changing Text Case • Inserting a Symbol • Applying Strikethrough • Inserting a Standard and Customized Bullet • Applying a Border
4	How to Build a Website	<i>Working with Bookmarks</i>	Inserting a Page Break • Inserting a Bookmark • Hyperlinking Text to a Bookmark
5	Fortune 500 Top 10 Companies	<i>Working with Hyperlinks</i>	Hyperlinking Text to a Website Address

Part 3: Formatting Paragraphs & Editing Text

6	The Hunger Games	<i>Using Find & Replace</i>	Using Find and Replace
7	The Voice	<i>Proofing Your Document</i>	Using Spelling and Grammar Check • Using the Thesaurus Tool
8	Movie Summary	<i>Changing Paragraph Line Spacing</i>	Changing Paragraph Line Spacing • Writing a Summary • Using Word Count
9	Taking a Vacation	<i>Creating a Bulleted List</i>	Formatting Numbered Lists • Using Bullets • Formatting Customized Bullets

Part 4: Working with Tables and Columns

10	Celebrities and Their Pets	<i>Using Table Basics</i>	Inserting Tables • Shading Cells, Rows, and Columns • Inserting Rows • Merging Cells
11	Homework Planner	<i>Formatting Tables</i>	Changing Column Width • Changing Cell Alignment • Changing Row Height • Changing Text Direction • Inserting an Image in a Table • Centering a Table Horizontally
12	So You Think You Can Dance	<i>Formatting Text into Columns</i>	Creating Two Columns • Justifying Text

Part 5: Working with Tabs

13	Video Game Ratings	<i>Setting Custom Tabs</i>	Setting Left, Right, and Center Tabs
14	Social Media for Teens	<i>Applying Tab Leaders</i>	Using Dot Leaders

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Part 6: Using Headers, Footers, & Page Setup

15	From the Top to the Bottom	<i>Using Headers and Footers</i>	Inserting a Header • Inserting a Footer • Inserting Page Numbers • Inserting the Date
16	School Lunch Menu	<i>Vertically Centering Text</i>	Formatting Page Orientation • Setting Custom Margins • Adding a Page Border • Centering Text Vertically

Part 7: Working with Graphics and Visual Elements

17	Spring Scene	<i>Using Shapes</i>	Using Shapes • Using Shape Effects • Changing Shape Fill • Changing Shape Outline • Resizing Shapes • Grouping Shapes
18	Dynamic Desktop	<i>Inserting and Formatting Pictures</i>	Inserting a Picture • Resizing a Picture • Rotating a Picture • Using Layout Options • Applying a Border to a Picture
19	Right Here, Right Now	<i>Working with Text Boxes</i>	Inserting a Text Box • Resizing Text Boxes • Wrapping Text Within a Text Box • Grouping a Text Box with Other Objects
20	Days of the Week	<i>Working with Design Elements</i>	Using WordArt • Formatting a Drop Cap
21	Logo Links	<i>Applying Hyperlinks to Images</i>	Hyperlinking Images to Websites
22	SWOT Analysis Diagram	<i>Working with a Template</i>	Creating and Saving a Template • Aligning Objects

Part 8: Creating Professional Documents

23	Professional Business Documents	<i>Identifying Various Business Documents</i>	Identifying Business Documents
24	Recommendation Letter	<i>Writing a Letter of Request</i>	Writing an Effective Letter of Request • Formatting a Block Style Letter • Creating a Mail Merge for Letters
25	New Menu Announcement	<i>Creating a Press Release</i>	Formatting a Press Release
26	Spirit Week Memo	<i>Creating a Memo</i>	Formatting a Memo
27	School Newsletter	<i>Recreating a Newsletter</i>	Formatting a Newsletter
28	Knowledge College Letterhead	<i>Formatting Business Letterhead</i>	Creating Business Letterhead
29	Business Card	<i>Creating a Business Card</i>	Creating a Business Card
30	Promotional Flyer	<i>Designing a Business Flyer</i>	Creating and Designing a Flyer • Selecting a Shadow and Dash Style
31	Resume	<i>Recreating a Resume</i>	Creating and Formatting a Resume
32	Social Media Today	<i>Creating an MLA Report</i>	Formatting a Report in MLA Style
33	Knowledge College Majors	<i>Using Online Word Processing Software</i>	Creating, Editing, and Sharing an Online Word Processing Document • Collaborating Using Online Word Processing Software