

Word Processing II: Grades 9, 10, 11, 12

Adopted 2003

Customizing Documents

1.1 Explain a style

1. Define and apply a style [1.1.1](#)
 2. Create a custom style [1.1.2](#)
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1.2 Explain templates

1. Create a document using a template [1.2.1](#)
 2. Edit a template [1.2.2](#)
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1.3 Explain columns

1. Format a document with columns [1.3.1](#)
 2. Hard/Nonbreaking spaces [1.3.2](#)
 3. Explain hyphenation [1.3.3](#)
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1.4 Explain hard spaces/nonbreaking spaces, hyphenation

1. Apply hard spaces/nonbreaking spaces, hyphenation [1.4.1](#)
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1.5 Explain special characters

1. Prepare document using special characters (em dash, ©, ®, ellipsis...) [1.5.1](#)
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1.6 Explain the use of text boxes

1. Prepare a document incorporating text boxes [1.6.1](#)
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Alphabetic and Numeric Information

2.1 Explain procedures for sorting

1. Perform an alphabetic and numeric sort in ascending and descending order [2.1.1](#)

2.2 Analyze basic table parts

1. Create a table [2.2.1](#)
 2. Format a table with borders and fill [2.2.2](#)
 3. Format cells, merge/join cells, split cells [2.2.3](#)
 4. Insert/delete rows and columns [2.2.4](#)
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Business Forms

3.1 Explain business forms (printed, online)

1. Create a business form [3.1.1](#)
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3.2 Explain the scanning process and forms

1. Scan a document into an electronic file [3.2.1](#)
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Merging

4.1 Define terminology

1. Prepare a list of terms with definitions [4.1.1](#)
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4.2 Explain merge procedures and applications

1. Create a form file/main document [4.2.1](#)
 2. Create a data source file [4.2.2](#)
 3. Merge a form and data file [4.2.3](#)
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4.3 Explain other merges

1. Create a table data file [4.3.1](#)
 2. Merge a table data file [4.3.2](#)
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4.4 Explain other applications of merges

1. Create supplemental merge documents (memos, envelopes, labels) [4.4.1](#)
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Graphics

5.1 Explain graphics

1. Insert a graphic [5.1.1](#)
 2. Manipulate a graphic (move, size, rotate) [5.1.2](#)
 3. Wrap text around a graphic [5.1.3](#)
 4. Insert a watermark [5.1.4](#)
 5. Create a document using drawing tools [5.1.5](#)
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5.2 Explain procedures for scanning graphics

1. Scan a graphic [5.2.1](#)
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Advanced Word Processing Features

6.1 Explain passwords

1. Demonstrates how to password protect a file [6.1.1](#)

6.2 Explain bookmarks

1. Prepare a document with bookmarks [6.2.1](#)

6.3 Explain table of contents

1. Create a table of contents [6.3.1](#)

6.4 Explain index

1. Create an index [6.4.1](#)

6.5 Explain macros

1. Record a macro [6.5.1](#)
2. Run/Play a macro [6.5.2](#)

Web Design

7.1 Explain Web publishing tools

1. Create a Web page [7.1.1](#)
2. Create hyperlinks [7.1.2](#)