Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Word Processing Mastery Skills | | |
|  | | |
| # | I Can... | **Standard** |
| **1.** | I can open, edit, save and print a document | **2.1** |
| **2.** | I can correctly enter sources and references into a report | **2.1** |
| **3.** | I can insert and move graphics and other objects into an existing document | **2.1** |
| **4.** | I can change margins, text alignment, line spacing and page orientation | **2.2** |
|  | I can set tabs and indents | **2.2** |
| **5.** | I can change the typeface and style of existing text | **2.2** |
| **6.** | I can proofread and correct errors using spell check, grammar check and thesaurus. | **2.2** |

**Assignment List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Pts.** | **Location** | **Special Instructions** | **Your Score** |
| **Word Notes** | **20** | **In Class** | **Fill out completely and turn in** | /20 |
| Word Lesson 1 | 20 | Comp Tech Folder/S:Drive/Web Page | Print Color- 1 page | /20 |
| Format, Font, Alignment | 16 | Comp Tech Folder/S:Drive/Web Page | Print Black & White- 1 page | /16 |
| Format Painting | 50 | Comp Tech Folder/S:Drive/Web Page | Print Color- 1 page | /50 |
| Word Lesson 2 | 20 | Comp Tech Folder/S:Drive/ Web Page | Print Color- 1 page | /20 |
| Word Lesson 3 | 20 | Comp Tech Folder/S:Drive/ Web Page | Print in Black & White-1 Page | /20 |
| Graphic Assignment | 15 | Comp Tech Folder/S:Drive/ Web Page | Print Color- 1 page | /15 |
| Hanging Indents/Bibliography | 20 | Comp Tech Folder/S:Drive/ Web Page | Print Black & White- 1 page | /20 |
| Bullets/Numbering | 20 | Comp Tech Folder/S:Drive/ Web Page | Print Black & White- 1 page | /20 |
| Acrostic Poem | 30 | Comp Tech Folder/S:Drive/ Web Page | Print Color-1 page | /30 |
| Personal Quote | 30 | Comp Tech Folder/S:Drive/ Web Page | Print Color—1 Page | /30 |
| Word Lesson 4 Tabs | 20 | Comp Tech Folder/S:Drive /Web Page | Print Black & White- 1 page | /20 |
| Tab Practice | 47 | Comp Tech Folder/S:Drive /Web Page | Print Black & White- 1 page | /47 |
| Table of Contents | 32 | Comp Tech Folder/S:Drive /Web Page | Print Black & White- 1 page | /32 |
| Report | 20 | Comp Tech Folder/S:Drive /Web Page | Print Black & White- | /20 |
| **Word Practice/Proofread** | **50** | **Comp Tech Folder/S:Drive** | **Worksheet** | /50 |
| Business Letter Study Guide | 15 | Comp Tech Folder/S:Drive/Web Page | Complete and Turn In (B&W) | /15 |
| Business Letter 1 | 15 | Comp Tech Folder/S:Drive/Web Page | Key, Print, Turn In (B&W) | /15 |
| Memo | 15 | Comp Tech Folder/S:Drive/Web Page | Key, Print, Turn In (B&W) | /15 |
| Business Letter to Teacher | 25 | Comp Tech Folder/S:Drive/Web Page | Key, Print, Turn In (B&W) | /25 |
| **Word Mastery Test** | **100** | **Exam View** | **In Class Only** | **/100** |
| **Word Application Test** | **50** | **In Class** | **In Class only** | **/50** |
| **Word I Can Mastery Sheet** | **30** | **Handout** | **Fill out and turn in on test day** | **/30** |
| **TOTAL POINTS** | **680** |  | **Your Scores** | **/680** |

**ALL ASSIGNMENTS DUE BY: Wednesday, October 12  
MASTERY TEST ON WORD: Wednesday, October 12**