

Word Processing

Computers

Statement Code no: 4

Student:

Class:

At Junior Certificate level the student can:

Use a word processor to carry out a range of tasks

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | |
|--|--|
| 1 Name and open the word processing package being used | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 Set page (landscape or portrait) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 Enter text or data | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4 Format text: font, size and style | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 Format text: alignment | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 Insert and resize clipart | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 Name, save and close a file (save and save as) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 Retrieve a document file from disk | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9 Edit a text: delete, insert | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 Edit a text: highlight, move, copy | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11 Proofread, spell-check and revise a text | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 12 Print preview and print out text | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 13 Exit package | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun | Work in progress | Work completed