

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, Environmental and Social Studies,
Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐