

# 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