

Word Processing Competency Levels for Students

Entry Criteria

1. Student has basic computer knowledge, in particular typing skills required.
2. Student is familiar with basic computer technology.
3. Student knows how to use basic computer peripheral devices.
4. Student is familiar with basic OS use.
5. Word processor is installed with appropriate language support.

Exit Criteria

1. Student is able to use word processor comfortably.
2. Student is able to carry out simple word processing tasks and produce a document.
3. Student is able to do minor troubleshooting.

Competency Levels

Level 1:

The student understands the basic concept of a word processor.

1. The student understands the concept of word processor.
2. The student understands the benefits of using word processor.

Level 2:

The student understands how to create a new document, save and close it.

1. Can start the word processor.
2. Can create a new document.
3. Can type in the text area.
4. Can save a document.
5. Can take a print of document from printer.
6. Can close the document.
7. Can open an existing document.
8. Can close the word processor.

Level 3:

The student is able to carry out basic editing tasks.

1. Can undo or redo changes.
2. Can copy.
3. Can cut.
4. Can paste.
5. Can select.

Level 4:

The student is able to carry out basic formatting tasks.

1. The student knows how to do document formatting.
 - a. Can select font face and font type.
 - b. Can bold, italicize and underline text.
 - c. Can apply bullets and numbering to text.
 - d. Can set different colors for text.
 - e. Can highlight the text.

2. The student knows how to do paragraph formatting.
 - a. Can do alignment.
 - b. Can do indentation.
3. The student knows how to do page formatting.
 - a. Can set headers and footers on a page.
 - b. Can set page numbering.
 - c. Can set borders on a page.
 - d. Can set margins on a page.

Level 5:

The student can work with objects in a document.

1. The student know how to work with images in a document.
 - a. The student knows how to insert images in a document.
 - i. Can insert an image.
 - ii. Can remove an image.
 - b. The student knows how to resize an image.
 - i. Can increase the size.
 - ii. Can decrease the size.
 - c. The student knows how to do placement of an image.
 - i. Can do alignment.
 - ii. Can arrange images.
2. The student knows how to insert tables in a document.
 - a. Can insert a table.
 - b. Can delete a table.
 - c. Can add or delete a row/column.
 - d. Can resize a table.
3. The student knows how to insert lines in a document.
4. The student knows how to insert special characters/symbols in a document.
5. The student knows how to insert text from font gallery.
 - a. Can change the color of text.
 - b. Can change the thickness of text borders.
 - c. Can change the width of text.
 - d. Can change the height of text.

Level 6:

The student understands the basic views of document.

1. Can change to print layout.
2. Can change to web layout.
3. Can set rulers in document.
4. Can zoom in/zoom out.

Level 7:

The student is aware of simple problems that may be encountered while using a word processor and is able to carry out simple troubleshooting tasks.

1. The student knows what to do if.
 - a. The document is corrupted and requires recovery.
 - b. The document freezes or application freezes.

Level 8:

Ethics.

1. Student should be aware of plagiarism, and proper referencing procedures.
2. Student should be aware of copyrighted and licensed material and should be aware of how it is used.