This document contains student competency requirements for the specialized area of:

INTRODUCTION TO WORD PROCESSING, OT 125

To receive college credit, a student must complete at least 80% of the competencies. The high school instructor should initial each competency area that is completed by the student. By initialing these competencies, the instructor is insuring that the student has completed the required work at a level that should receive college credit.

Revision date: 10/2002

This is a new competency profile for which I have not had time to check for typographical errors. Please excuse typo errors. I will update as soon as possible.

Thank you, Jim Willis
INTRODUCTION TO WORD PROCESSING

<table>
<thead>
<tr>
<th>COMPETENCY AREAS</th>
<th>Credit Earned</th>
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<tbody>
<tr>
<td>Computer Skills</td>
<td>□</td>
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<td>Correspondence</td>
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<td>Manuscript</td>
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<td>Tabulation</td>
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<tr>
<td>Keyboarding</td>
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Student Name: _______________________________________________________
Student Address: _____________________________________________________
____________________________________________________________________
Student SS#: _______________________

High School Instructor Signature: _________________________________
Date: ______________________
INTRODUCTION TO WORD PROCESSING I.

Rating Scale for Performance Tasks:

4 - Highly Skilled
   Performs the task independently and with high proficiency
   Score of 90% or above

3 - Skilled
   Performs the task independently with adequate proficiency
   Score of 80% or above

2 - Limited Skills
   Needs improvement in independently and satisfactorily complete tasks
   Score of 70% or above

1 - Exposure
   Received instruction but has not developed skill
   Score of 60% or above

0 - No exposure
INTRODUCTION TO WORD PROCESSING I.

UNIT 1: Computer Skills
The student will be able to perform the following basic tasks.

1.1 Access software program.

1.2 Save documents on student diskette.

1.3 Open documents from the student data diskette.

1.4 Print documents from the student data diskette/computer.

1.5 Exit software program.

1.6 Delete documents from diskettes.

1.7 Horizontally center text.

1.8 Vertically center text.

1.9 Bold, underline and italicize text.

1.10 Copy, cut and move text.

1.11 Insert date.

1.12 Set tabs.

1.13 Change font and font size.

1.14 Page numbering.

Competency Rating Scale

□ Mastered for college credit

<table>
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<tr>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
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</thead>
</table>
UNIT 2: Correspondence

2.1 Given instructions for an unformatted letter, key a modified and blocked letter with 80 percent accuracy.

2.2 Apply standard and open punctuation.

2.3 Placement of enclosure notation.

2.4 Placement of copy notations.

2.4 Given instructions for an unformatted memorandum, key the memorandum with 80 percent accuracy.
UNIT 3: Manuscript

Competency Rating Scale

<table>
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<tr>
<th>0</th>
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<th>3</th>
<th>4</th>
<th>Mastered for college credit</th>
</tr>
</thead>
</table>

3.1 Given instructions for an unformatted manuscript, key one and two page manuscripts with 80 percent accuracy.

3.2 Apply unbound and bound manuscripts.

3.3 Apply side heading format.

3.4 Apply paragraph heading format.

3.5 Apply long quotes format.

3.6 Apply enumerations and bulleted format.

3.7 Apply reference page format.
UNIT 4: Tabulation

4.1 Given instructions for an unformatted table, key two, three, and four column tables utilizing the tabulation feature of Microsoft Word with 80 percent accuracy.

4.2 Apply column headings.

4.3 Apply grid lines.

4.4 Apply border changes.

4.5 Apply vertical centering of table.

4.6 Apply shading.

4.7 Apply horizontal centering of table.

4.8 Apply narrowing and widening of column widths.
UNIT 5: Keyboarding

5.1 Key at least 50 words per minute on alphabetic three-minute writes with no more than three errors on three different timed writings.