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

**WORD PROCESSING I, OT 126**

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.
## INTRODUCTION TO WORD PROCESSING

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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
UNIT 1: Computer Skills

The student will be able to perform the following basic tasks.

1.1 Utilize tabulation features.

1.2 Set left, right, leader, underline and decimal tabs.

1.3 Insert footnotes/endnotes.

1.4 Insert headers/footers.

1.5 Apply page and section breaks.

1.6 Apply indents and hanging indents.
UNIT 2: Correspondence

Competency Rating Scale

□ Mastered for college credit

| 4 | 3 | 2 | 1 | 0 |

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

2.2 Apply standard and open punctuation.

2.3 Placement of facsimile notation.

2.4 Placement of attention line.

2.5 Placement of subject line.

2.6 Placement of company signature.

2.7 Placement of enclosure notation.

2.7 Placement of copy and blind copy notations.

2.8 Placement of postscript.

2.9 Placement and content of second page heading.

2.5 Given instructions for an unformatted two-page memorandum, key the memorandum with 80 percent accuracy.

2.9 Placement and format of distribution list.

2.9 Placement and content of second page heading.
UNIT 3: Manuscript

3.1 Given instructions for an unformatted manuscript, key two or more 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 Insert footnotes and endnotes.

3.8 Apply page numbering in both Arabic and Roman numerals.

3.9 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 on 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 horizontal centering of table.

4.7 Apply narrowing and widening of column widths.

4.8 Apply formula for addition, subtraction, division and multiplication.

4.9 Apply auto format.
UNIT 5: Specialized Reports

Competency Rating Scale

□ Mastered for college credit

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5.1 Given instructions and an unformatted itinerary, key document in correct format with 80 percent accuracy.

5.2 Given instructions and an unformatted minutes of meeting, key document in correct format with 80 percent accuracy.

5.3 Given instructions and an unformatted news release, key document in correct format with 80 percent accuracy.
UNIT 6: Keyboarding

Competency Rating Scale

☐ Mastered for college credit

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