

# WORD PROCESSING

## Standards

- Enhance touch keyboarding using correct techniques.
- Navigate throughout a word processing document.
- Complete basic and advanced document formatting.
- Able to edit and review a document using word processing tools.
- Create a variety of word processing documents.

## Performance Objectives

- Use correct keyboarding technique.
- Use word processing software to create, format, and edit documents.
- Use word processing software to apply advanced word processing functions.
- Use advanced features of word processing software to format documents.
- Use word process and spreadsheet software to create and format tables and perform calculations.
- Use word processing software to perform merges.
- Use word processing software to create graphics.

