|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Prepare word documents** | | |
| Level | **2** | **Credits** | **20** |

|  |  |
| --- | --- |
| Purpose | This basic module intends to provide knowledge and skills on preparation of word documents. It also deals with basic interface, tools/menu management, safety aspects, and word processing software handling techniques. |

|  |  |
| --- | --- |
| Classification ISCED | 0611 Computer use |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B1:**  **Type a Word Document** | **The student will be able to:**  P1-Open a new word file.  P2-Give a name and location to save the word file.  P3-Type in a MS word file with the help of any suitable typing tutor.  P4- Ensure that typed document is spelling error free.  P5-Develop the typing speed at least 20 words per minute. P6-Open and use some typing tutor programs  P7-Type by using systematic keyboard / finger setting.  Preferably with both hands.  P8-Perform some online typing test and to make sure that required typing outcome has been achieved through online evaluation.  P-9 Make sure when done typing in MS word the file should be saved in a known location to access when wanted. | K1- Explain how to open a new or saved file in MS Word. K2- Explain how to save file in MS Word.  K3. Give details for use of Key Board for typing |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B2:**  **Set-up page in a Word Document** | **The student will be able to:**  P1-Apply the page margins on the word document. P2-Set a suitable orientation.  P3-Set the suitable size of the page.  P4- Insert some columns in the word file where appropriate. P5-Perform Page set-up in the given any word file document. P6- Ensure new page is added to be edited/worked on. | K1- Explain how to apply the page margins in a word document.  K2- Define page set-up for word format.  . |
| **B3:**  **Edit Word Document** | **The student will be able to:**  P1-Edit a typed word document .  P2-Insert a new word or delete a word in the MS word file.  P3-Insert a new paragraph or delete a paragraph in the MS word file.  P4-Add or delete a page or group of paragraph through selection.  P5-Check the spellings in the word file through available dictionary . | K1-Explain editing the following:   * Add or delete a word * Delete or add a paragraph * Add or delete a page. * Apply spell checking |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
|  | P6-Edit a MS document is as per the given specification / criteria / demand. |  |
| **B4:**  **Format Word Document** | **The student will be able to:**  P1-Format text in the word file.  P2-Format headings in the word file.  P3-Insert page numbers in the word file. P4-Set appropriate page margins.  P5-Apply some background texture.  P6-Add some colours to the text / headings.  P7-Use bold and italic commands where necessary.  P8-Verify appropriate margins, columns, rows are added and the expected result is achieved. | K1- Classify the different ways to format a word file. K2- Explain some examples of formatting a word file. |
| **B5:**  **Save Word**  **Document** | **The student will be able to:**  P1-Assign a name to the word file.  P2-Save word documents at given location in a storage device. P3-Retrieve saved files easily when required. | K1- Elaborate how to save a word file on the hard disk. |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B6:**  **Insert in a Word Document** | **The student will be able to:**  P1-Insert a picture at a given location of a word document. P2-Insert clip art at a given location of a word document. P3-Insert shapes at a given location of a word document. P4-Insert smart Art at a given location of a word document. P5-Insert chart at a given location of a word document.  P6-Make sure that inserted objects are as per the layout of supplied document. | K1- Learn how to insert shapes/clips/smart Arts and pictures etc. at a given location of a word document. |
| **B7:**  **Import Document** | **The student will be able to:**  P1-Import some contents / material in a word document from any other file format.  P2-Import some material and contents from internet available online.  P3-Import some material from external memory devices. | K1- Define procedure to import some material and contents from internet or any other directory at the required location in a word file. |
| **B8:**  **Protect the Word** | **The student will be able to:** | K1- Know the procedure of protecting a word document with |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **Document** | P1-Demonstrate the procedure of protecting a word document with a particular password.  P2-Change a password on a word file by selecting stronger password.  P3-Perform different kinds of protections in a word document such as editing restrictions, read only, restricted users or users with passwords only etc. | a particular password.  K2- Know about the logic of using a password on a word file as well as selection of a strong password. |
| **B9:**  **Insert Table in a Word Document** | **The student will be able to:**  P1-Demonstrate the procedure of inserting table in a word document.  P2-Identify various uses of different tables. P3-Exhibit different attributes of Insert table | K1- Understand the procedure of inserting table in a word document.  K2- Know about various uses of different tables. K3- Explain different attributes of Insert table. |
| **B10:**  **Hyperlink Data in a Word Document** | **The student will be able to:**  P1-Associate data as Hyperlink at a given location of a word document.  P2-Access hyperlinked data when required. | K1- Define the procedure to associate data as Hyperlink at a given location of a word document will display with one click. |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B11:**  **Perform mail merge in a Word Document** | **The student will be able to:**  P1-Perform the mail merge function.  P2-Demonstrate the purpose of mail merge. P3-Modify mail merge as per guidance. | K1- Know about the mail merge function. K2- Understand the purpose of mail merge.  . |
| **B12:**  **Insert header/footer in a Word Document** | **The student will be able to:**  P1-Perform various attributes of Header and Footer in the word file.  P2-Differentiate between header and footer.  P3-Perform the inserting date and page numbers etc. in the footer. | K1- Understand the attributes of Header and Footer in the word file.  K2- Differentiate between header and footer.  . |
| **B13:**  **Insert Section Break in a Word Document** | **The student will be able to:**  P1-Demonstrate procedure of inserting section break in a word document.  P2-Differentiate between section break and page break and their purpose and utility.  P3-Perform the different attributes of inserting section breaks in a word file. | K1- Understand and the purpose and procedure of inserting section break in a word document.  K2- Explain the difference between section break and page break. |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B14:**  **Set Style in a Word Document** | **The student will be able to:**  P1-Learn about different Styles available in a word file.  P2-Carry out setting different styles in a word document and its various utilities.  P3-Set an appropriate style in a given document for the contents of document.  P4-Perform set styles as per the standard / requirements of the instructor.  P5- Carry out the procedure to print a document. | K1- Know the purpose of setting different styles in a word document and its various utilities to differentiate between different dialogues. |
| **B15:**  **Insert Table of contents in a Word Document** | **The student will be able to:**  P1-Insert a table of contents in a given word document.  P2-Perform different heading options in the toolbars for inserting table of content in a word document.  P3-Perform and describe the various steps to insert table of content in a word file. | K1- Define the procedure to insert a table of contents in a given word document.  . |