

FBLA: WORD PROCESSING

Competency: Sharing and Maintaining Documents	
Tasks	
1.	Apply different views to a document (e.g., zoom options, splitting windows, arranging windows, master documents, subdocuments, web layout, draft), switch windows, and open a document in a new window.
2.	Apply protection to a document, including applying controls, restrictions to document access, and password protect a document.
3.	Manage multiple document versions, including recovering draft versions and deleting all draft versions.
4.	Share documents via E-mail, SkyDrive, and electronic fax.
5.	Change file types by creating PDF documents and publishing a blog post and Web site.
6.	Use "save" and "save as" for name, location, and format of a document.
7.	Apply a template to a document by locating a template on a disk or finding a template on the Web.
Competency: Page Layout and Reusable Content	
Tasks	
1.	Apply and manipulate page setup settings.
2.	Use a wizard to create miscellaneous documents such as calendars, fax cover sheets, brochures, etc.
3.	Change a document from portrait orientation to landscape orientation.
4.	Produce documents using appropriate style from the style library.
5.	Set columns into a document.
6.	Insert a blank page into a document.
7.	Insert breaks into a page, section, and column.
8.	Apply different themes and customize a theme to a document.
9.	Construct content in a document by using the Quick Parts tool adding built-in building blocks, such as quotes, text boxes, headers, footers, cover pages, watermarks, and equations.
10.	Create and manipulate page backgrounds (e.g., formatting a document's background, setting a colored background, adding a watermark).
11.	Add borders and shading to tables, paragraphs, and pages using a variety of borders and shading in colors and patterns.
12.	Insert, change, and format page numbers into headers and footers.
13.	Insert the current date and time into a header and footer.
14.	Insert a built-in header and footer.
15.	Add content to a header or footer (custom dialog box, manual entry) into a document.

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16. Apply a different first page attribute to a document.
17. Change the margins for a selection or section of the text and/or document (e.g., left, right, top, bottom).
Competency: Formatting Content
Tasks
1. Apply font and paragraph attributes.
2. Use document and paragraph alignments of left, center, right, and justify.
3. Use the find, search, and replace features to edit a document.
4. Use indentation options (e.g., left, right, first line, hanging).
5. Set tabs using the tabs dialog box and on the ruler, as well as clear tabs, set tab stops, and move tab stops.
6. Set character, line, and paragraph spacing options (e.g., single, 1.5, double space, and special spacing) before and after a paragraph.
7. Create tables by using the Insert Table dialog box, Draw Table, Quick Table, and converting text to tables.
8. Use a table to control page layout.
9. Sort content in a table in a document.
10. Add a row and column to a table.
11. Delete a row and column in a table.
12. Split, merge, move, and resize columns and rows in a table.
13. Define the header row of a table.
14. Convert tables to text.
15. View gridlines of table.
16. Apply bullets to a document by selecting a symbol format, defining a picture to be used as a bullet, and using AutoFormat.
17. Promote and demote bullet levels.
Competency: Illustrations and Graphics
Tasks
1. Insert and format pictures in a document.
2. Insert symbols and characters into a document.
3. Create and manipulate graphics (e.g., add color, rotate, resize, crop).
4. Insert and format shapes, WordArt, and SmartArt (e.g., adding text to a shape, modifying text on a shape, adding captions, setting shape styles, adjusting position and size).

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5. Insert and format Clip Art (e.g., captions, artistic effects, compress pictures, corrections, modify the shape, reset, picture styles, arrange options, size).
6. Apply and manipulate text boxes (e.g., format, save selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arrange options).
7. Create and use horizontal and vertical lines of various types and sizes to separate and emphasize different sections of a document.
Competency: Grammar, Punctuation, Spelling, and Proofreading
Tasks
1. Use spell and grammar check when composing documents.
2. Use the thesaurus to find synonyms.
3. Configure AutoCorrect settings, including: add, remove, exceptions, and AutoCorrect dialog.
4. Insert and modify comments in a document
5. Use collaboration features to manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.
6. Apply language rules, proofreader's marks, and reference materials when editing copy.
Competency: References and Hyperlinks
Tasks
1. Apply a hyperlink to text and graphics.
2. Create Endnotes and Footnotes in a document (e.g., manage footnote and endnote location, configure footnote and endnote format, presentation, numbering).
3. Create a Table of Contents in a document.
Competency: Mail Merge Operations
Tasks
1. Perform a mail merge using the mail merge wizard.
2. Perform a mail merge manually.
3. Auto check a mail merge document for errors.
4. Create and print envelopes and labels.
Competency: Printing
Tasks
1. Set printer specifications (e.g., choose printer, select page range, number of copies).
2. Retrieve and print documents and portions of a document.

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3. Print in landscape orientation and portrait orientation.
4. Print or publish a hard copy that meets publication and design standards.
Competency: Related Application Knowledge
Tasks
1. Create folders to keep documents organized (e.g., move, copy, rename, and delete files and folders).
2. Cut, copy, paste, and paste special using the clipboard.
3. Use the undo, redo, and repeat commands.
4. Copy and move text using various cut and paste methods (e.g., keystrokes, mouse, menu options, toolbar).
5. Discuss file properties.
6. Design and create a simple form.
7. Customize toolbars and menus.

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