

III Word Processing – Productivity Tool																	
REF#	BENCHMARK:	P	K	1	2	3	4	5	6	7	8	9	10	11	12		
1	Identify and use word processing vocabulary terms.	I	I	D	D	M	A										
2	Identify and type letters (lower and upper case), numbers, and use punctuation for simple sentences.	I	I	D	D	D	M	A									
3	Identify and use symbols, function keys (F1-Help Key), backspace, shift, control, enter, spacebar, caps lock, delete keys.	I	I	D	D	D	M	A									
4	Use different sizes, styles and types of fonts. Change the color of the font.		I	I	D	D	D	M	A								
5	Create lists, captions, notes, stories, invitations, and letters.	I	I	D	D	D	D	M	A								
6	Demonstrate editing techniques (select, delete, overwrite, insert, move, copy, cut and paste).		I	I	D	D	D	M	A								
7	Change text alignment (left, right, center). Use of tab key.			I	I	D	D	M	A								
8	Spell check, grammar, thesaurus		I	I	D	D	M	A									
9	Demonstrate different formatting (bold, underline, bullets, borders and shading) to enhance the appearance of the document.			I	I	D	D	D	M	A							
10	Insert a picture, clip art, shapes and symbols to enhance a document.		I	I	D	D	D	M	A								
11	Adjust margins, page orientation, size, and line spacing.					I	D	D	M	A							
12	Insert page numbers, header, footer, date and time.							I	D	D	M	A					
13	Create simple tables with rows and columns.		I	I	D	D	D	D	M	A							
14	Use different document templates.					I	I	D	D	M	A						
15	Create a newsletter using columns, page numbers, headers, footers, drop caps and graphics.						I	I	D	D	M	A					

April 2004 I = Introduce D= Developing M = Mastery A = Apply – Independent use