

Word Processing Essentials v3



Certification Exam: ICT Word Processing Essentials v3 Certificate Test

Exam Objectives

The ICT Word Processing Essentials courseware is written to the following Exam Objectives:

Domain 7.1: Identify the functions and benefits of word-processing software, both locally installed and online.

- 7.1.1: Describe the general functions of word-processing software, including benefits for document creation, commonly used word-processing applications.
- 7.1.2: Define the term "cloud computing," and explain benefits of creating and storing word-processing documents online.
- 7.1.3: List and describe common word-processor interface tools and features.

Domain 7.2: Demonstrate proficiency in using word-processing software to create basic documents and format content.

- 7.2.1: Define the term "format" as it relates to word processing.
- 7.2.2: Identify common keyboard shortcuts used in word processors and explain the benefits of using shortcuts.
- 7.2.3: Format the page setup of a document, including margins, line spacing, indents, headers vs. footers, orientation.
- 7.2.4: Explain printing options in a word processor, including shrink-to-fit, gutters, document orientation.
- 7.2.5: Copy, paste and move text within a document using mouse, menu and keyboard techniques.
- 7.2.6: Copy, paste and move text among multiple documents using mouse, menu and keyboard techniques.
- 7.2.7: Modify document view settings to display close-up, single and multiple pages.
- 7.2.8: Format text using styles and font tools in a word processor.
- 7.2.9: Format a document using multi-level heading styles to enable an outline view (e.g., document map, navigation pane) in a word processor.
- 7.2.10: Create a table of contents using auto-generation tools and techniques in a word processor.
- 7.2.11: Insert page breaks in a document.
- 7.2.12: Create source citations and/or a bibliography in a document.
- 7.2.13: Insert a current date and time stamp into a document.
- 7.2.14: Use word processor tools to determine the number of pages, words and characters in a document.

Domain 7.3: Demonstrate proficiency in working with images and graphical objects in word-processing documents.

- 7.3.1: Insert and modify sizing of images in a word-processing document.
- 7.3.2: Position an image relative to text in a document, using various text-wrapping options (inline, square, tight, etc.).
- 7.3.3: Use word-processor drawing tools to create pre-formatted shapes that enhance a document's content.
- 7.3.4: Use word-processor drawing tools to format graphical text objects (e.g., WordArt), including shape, spacing, shadow, 3D effects.
- 7.3.5: Use word-processor drawing tools to create a visual representation of information (e.g., SmartArt), such as a diagram, flow chart, etc.
- 7.3.6: Insert a spreadsheet object into a document.
- 7.3.7: Create a report or essay that includes a title page, text, a graphic or image, and a bibliography.

Domain 7.4: Demonstrate proficiency in working with content structures such as lists and tables in word-processing documents.

- 7.4.1: Apply a column layout to text in a document as appropriate for the content (e.g., article, newsletter).
- 7.4.2: Apply simple numbered and bulleted lists in a document to make content easier to read and understand.
- 7.4.3: Format numbered and bulleted lists to produce a multi-level outline in a document.
- 7.4.4: Create a table in a word-processing document and enter and move data in the table.
- 7.4.5: Convert a body of text into a table structure in a document to make content easier to read and understand.
- 7.4.6: Apply formatting to table rows, columns and cells in a document.

Domain 7.5: Demonstrate proficiency in editing content and collaborating on projects using word-processing software tools.

7.5.1: Define "collaboration" and explain ways that users can collaborate on word-processing documents, including installed software vs. cloud-based software, real-time collaboration, autosave, sharing tools, revision history.

7.5.2: Use the translation tool in a word processor to translate text in a document from English into another language, and vice versa.

7.5.3: Add comments to a document when reviewing and/or editing content.

7.5.4: Revise a document using editing tools (e.g., Track Changes) in a word processor, and accept or reject changes as appropriate.