

## Word Processing Scope and Sequence

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<b>Inserting and Modifying Text</b>				
Change text color, size, font and style.		✓		
Center, left justify or right justify text.		✓		
Use the Spell Check function.		✓		
Insert the current date or time.		✓		
Insert a symbol.		✓		
<b>Creating and Modifying Paragraphs</b>				
Change line spacing.		✓		
Set and modify tabs.		✓		
Apply bullets to a list.		✓		
<b>Formatting Documents</b>				
Create and modify a header or footer.		✓		
Change the page orientation.		✓		
Set margins.		✓		
Use the Find/Replace function.		✓		
Change the indentation of text.		✓		
Select an appropriate page view.		✓		
Insert page numbers.		✓		
Add a page break.		✓		
Preview a document before printing it.		✓		
Insert a table.		✓		
Customize a table.		✓		
<b>Managing Documents</b>				
Design a word processing template.		✓		
Manage files and folders for documents.		✓		
<b>Working with Graphics</b>				
Insert a graphic.		✓		
Resize a graphic.		✓		
Change a drawing's text-wrapping options.		✓		

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**Customizing Paragraphs**

Create paragraph Drop Caps.		✓	
Modify paragraph formats.		✓	
Use paragraph and character styles.		✓	
Apply bullet, outline, and numbering format to paragraphs.		✓	
Sort lists, paragraphs and tables.		✓	

**Formatting Documents**

Insert footnotes and endnotes.		✓	
Apply and modify column settings.		✓	
Set text flow options.		✓	
Create a table of contents.		✓	
Create an outline.		✓	
Insert captions for tables, figures, equations, and other items.		✓	

**Forms**

Use fields in documents or forms.		✓	
Create and modify a form.		✓	
Insert form fields.		✓	
Enter information into forms.		✓	

**Customizing Tables**

Create and modify tables.		✓	
Merge cells in a table.		✓	
Add table borders.		✓	
Adjust column width and row height.		✓	

**Creating and Modifying Graphics**

Create lines and shapes.		✓	
Apply fill and line colors.		✓	
Group and ungroup objects.		✓	
Add borders and shading.		✓	
Create and modify WordArt.		✓	
Use text and graphics frames.		✓	
Import graphics.		✓	

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**Workgroup Collaboration**

Merge documents.		✓	
Insert, view, and edit document comments.		✓	
Utilize hidden text.		✓	
Track, accept, and reject changes to a document.		✓	
Insert and modify hyperlinks to other documents and Web pages.		✓	

**Advanced Features**

Use a document map.		✓	
Locate a specific page in a multi-page document.		✓	
Split windows to see two parts of a document at once.		✓	
Hyphenating documents.		✓	

**Formatting Documents**

Create and format document sections.			✓
Use bookmarks and cross-reference.			✓
Create master and sub documents.			✓
Insert and delete an autotext entry.			✓
Work with style sheets.			✓
Using the Next Style and Based On options.			✓
Find and Replace special characters and formatting.			✓
Utilize the letter wizard.			✓
Create and update document indexes and table of contents, figures, and authorities.			✓

**Customizing Tables**

Align tables.			✓
Rotate text in tables.			✓
Insert and delete columns and rows.			✓
Perform calculations in Word tables.			✓

**Creating and Modifying Graphics**

Insert watermarks.			✓
Align text and graphics.			✓

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<b>Using Macros</b>			
Record, edit, and run macros.			✓
Assign a macro to a shortcut key.			✓
Insert and position macros.			✓
Run macros.			✓
Edit and text macros.			✓
<b>Workgroup Collaboration</b>			
Protect documents.			✓
Work with shared documents.			✓
Merge input from several reviewers.			✓
Create and edit Web documents in Word.			✓
Create document versions.			✓
Define and modify default file locations for workgroup templates.			✓
Attach digital signatures to documents.			✓
<b>Using Mail Merge</b>			
Use Outlook data as mail merge data source.			✓
Perform mail merges.			✓
Merge letters and labels with a Word, Excel, or Access data source.			✓