Word Processing

Digital Technology

Statement Code no: 4

Student: Class:

At Junior Certificate level the student can:

Use a word processor to carry out a range of tasks

Date Commenced: ☐☐/☐☐/☐☐   **Date Awarded:** ☐☐/☐☐/☐☐

Learning Targets - This has been demonstrated by your ability to:

1	Name and open the word processing package being used	☐ ☐ ☐
2	Set page (landscape or portrait)	☐ ☐ ☐
3	Enter text or data	☐ ☐ ☐
4	Format text: font, size and style	☐ ☐ ☐
5	Format text: alignment	☐ ☐ ☐
6	Insert and resize clipart	☐ ☐ ☐
7	Name, save and close a file (save and save as)	☐ ☐ ☐
8	Retrieve a document file from disk	☐ ☐ ☐
9	Edit a text: delete, insert	☐ ☐ ☐
10	Edit a text: highlight, move, copy	☐ ☐ ☐
11	Proofread, spell-check and revise a text	☐ ☐ ☐
12	Print preview and print out text	☐ ☐ ☐
13	Exit package	☐ ☐ ☐

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐