

# WORD PROCESSING II

## Curriculum Content Frameworks

**Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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# Curriculum Content Frameworks

## WORD PROCESSING II

Grade Levels: 9, 10, 11, 12  
Course Code: 492480

Prerequisite: Word Processing I

Course Description: Word Processing II is a one-semester course designed to provide students with competencies in word processing concepts. Emphasis is on production of business documents and applications, including formats, creating and maintaining files, repetitive documents, revising, and printing.

### Table of Contents

	Page
Unit 1: Customizing Documents	1
Unit 2: Alphabetic and Numeric Information	2
Unit 3: Business Forms	3
Unit 4: Merging	4
Unit 5: Graphics	5
Unit 6: Advanced Word Processing Features	6
Unit 7: Web Design	7
Glossary	8

# Unit 1: Customizing Documents

## Hours: 10

Terminology: Columns, Em dash, Hard/Nonbreaking space, Special characters, Style, Style library, Template

<b>CAREER and TECHNICAL SKILLS</b>		<b>ACADEMIC and WORKPLACE SKILLS</b>		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.1 Explain a style	1.1.1 Define and apply a style	Foundation	Listening	Comprehends ideas and concepts related to style libraries [1.2.1]
	1.1.2 Create a custom style		Writing	Listens to follow directions [1.2.6] Composes and creates document - letters, manuals, reports, proposals, graphs, etc. [1.6.8]
			Thinking	Knowing How to Learn
1.2 Explain templates	1.2.1 Create a document using a template	Foundation	Listening	Listens for content [1.2.3]
	1.2.2 Edit a template		Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Prepares a complex document in a concise manner [1.6.12]
1.3 Explain columns	1.3.1 Format a document with columns	Foundation	Listening	Comprehends ideas and concepts related to columns [1.2.1]
	1.3.2 Hard/Nonbreaking spaces		Reading	Applies information to new situations [1.2.5]
	1.3.3 Explain hyphenation			
1.4 Explain hard spaces/ nonbreaking spaces, hyphenation	1.4.1 Apply hard spaces/nonbreaking spaces, hyphenation	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
1.5 Explain special characters	1.5.1 Prepare document using special characters (em dash, ©, ®, ellipsis...)	Foundation	Writing	Uses technical words and symbols [1.6.20]
1.6 Explain the use of text boxes	1.6.1 Prepare a document incorporating text boxes	Foundation	Writing	Composes and creates document - letters, manuals, reports, proposals, graphs, flow charts, etc. [1.6.8]

## Unit 2: Alphabetic and Numeric Information

### Hours: 5

Terminology: Cell, Row, Sorting, Table

<b>CAREER and TECHNICAL SKILLS</b>		<b>ACADEMIC and WORKPLACE SKILLS</b>			
What the Student Should be Able to Do		What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
2.1 Explain procedures for sorting	2.1.1 Perform an alphabetic and numeric sort in ascending and descending order	Foundation	Learning	Comprehends ideas and concepts related to math functions [1.2.1]	
		Thinking	Creative Thinking	Creates new designs by applying specific criteria [4.1.3]	
2.2 Analyze basic table parts	2.2.1 Create a table	Foundation	Listening	Listens to follow directions [1.2.6]	
	2.2.2 Format a table with borders and fill	Thinking	Creative Thinking	Creates new designs by applying specific criteria [4.1.3]	
	2.2.3 Format cells, merge/join cells, split cells				
	2.2.4 Insert/delete rows and columns				

## Unit 3: Business Forms

### Hours: 10

Terminology: Online business forms, Printed business forms, Scanned business forms, Scanning

<b>CAREER and TECHNICAL SKILLS</b>		<b>ACADEMIC and WORKPLACE SKILLS</b>		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
3.1 Explain business forms (printed, online)	3.1.1 Create a business form	Foundation	Listening	Comprehends ideas and concepts related to complex business forms [1.2.1]
3.2 Explain the scanning process and forms	3.2.1 Scan a document into an electronic file	Foundation	Listening	Comprehends ideas and concepts related to scanning [1.2.1]  Listens to follow directions [1.2.6]
			Thinking	Knowing How to Learn  Applies new knowledge and skills to scanning [4.3.1]  Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]  Uses available resources to apply new skills [4.3.6]
		Reasoning	Comprehends ideas and concepts related to complex tables [4.5.2]	

## Unit 4: Merging

### Hours: 10

Terminology: Data source file, Form file, Mail merge, Main document, Merge

<b>CAREER and TECHNICAL SKILLS</b> What the Student Should be Able to Do		<b>ACADEMIC and WORKPLACE SKILLS</b> What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to subject [1.3.6]
4.2 Explain merge procedures and applications	4.2.1 Create a form file/main document	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	4.2.2 Create a data source file	Thinking	Reasoning	Comprehends ideas and concepts related to merging [4.5.2]
	4.2.3 Merge a form and data file			
4.3 Explain other merges	4.3.1 Create a table data file	Thinking	Knowing How to Learn	Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]
	4.3.2 Merge a table data file			
4.4 Explain other applications of merges	4.4.1 Create supplemental merge documents (memos, envelopes, labels)	Foundation	Reading	Comprehends written specifications and applies them to a task [1.3.9]
		Thinking	Knowing How to Learn	Uses available resources to apply new skills [4.3.6]

## Unit 5: Graphics

### Hours: 5

Terminology: Drawing tools, Exporting, Graphics, Importing, Joint Photographic Group(JPG), Watermark

<b>CAREER and TECHNICAL SKILLS</b>		<b>ACADEMIC and WORKPLACE SKILLS</b>		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
5.1 Explain graphics	5.1.1 Insert a graphic	Foundation	Reading	Applies information to new situations [1.3.5]
	5.1.2 Manipulate a graphic (move, size, rotate)			Identifies relevant details, facts, and specifications [1.3.16]
	5.1.3 Wrap text around a graphic		Writing	Applies/Uses technical words and concepts [1.6.4]
	5.1.4 Insert a watermark			Composes and creates documents [1.6.8]
	5.1.5 Create a document using drawing tools			Organizes information into an appropriate format [1.6.10]
	Thinking	Creative Thinking	Uses imagination to create something new [5.1.1]	
5.2 Explain procedures for scanning graphics	5.2.1 Scan a graphic	Personal Management	Responsibility	Comprehends ideas and concepts related to scanning [3.4.2]
		Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

## Unit 6: Advanced Word Processing Features

### Hours: 10

Terminology: Bookmark, Index, Macro, Password, Table of contents

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
6.1 Explain passwords	6.1.1 Demonstrates how to password protect a file	Personal Management	Integrity/Honesty/ Work Ethic  Responsibility	Describes/Explains significance of integrity, honesty, and work ethic [3.2.4]  Sets high standards for self in completion of a task [3.4.9]	
6.2 Explain bookmarks	6.2.1 Prepare a document with bookmarks	Thinking	Knowing How to Learn	Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]	
6.3 Explain table of contents	6.3.1 Create a table of contents	Foundation	Writing	Organizes information in an appropriate format [1.5.10]	
6.4 Explain index	6.4.1 Create an index	Foundation  Thinking	Writing  Creative Thinking	Organizes information in an appropriate format [1.5.10]  Create new designs by applying specified criteria [4.1.3]	
6.5 Explain macros	6.5.1 Record a macro  6.5.2 Run/Play a macro	Foundation  Thinking	Reading  Creative Thinking	Identifies relevant details, facts, and specifications [1.3.15]  Combines ideas or information in a new way [4.1.2]	

## Unit 7: Web Design

### Hours: 10

Terminology: E-mail, Hypertext Markup Language (HTML), Hyperlink, Web

<b>CAREER and TECHNICAL SKILLS</b>		<b>ACADEMIC and WORKPLACE SKILLS</b>		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
7.1 Explain Web publishing tools	7.1.1 Create a Web page	Foundation	Reading	Applies information to new situations [1.3.5]
	7.1.2 Create hyperlinks		Writing	Identifies relevant details, facts, and specifications [1.3.16]  Applies/Uses technical words and concepts [1.6.4]  Composes and creates documents [1.6.8]  Organizes information in an appropriate format [1.6.10]
		Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
			Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

# Glossary

## Unit 1: Customizing Documents

1. Columns – the vertical arrangement of information
2. Em dash – a symbol that is used to join two related phrases; it is the longest dash you can key
3. Hard/Nonbreaking space – a space used between two words or word parts that are not to be separated at the end of the line
4. Special characters – symbols that cannot be found on a standard keyboard
5. Style – a set of formatting instructions applied to text
6. Style library – a collection of available styles
7. Template – a file that contains page and paragraph formatting and text that you can customize to create a new document similar to, but slightly different from, the original

## **Unit 2: Alphabetic and Numeric Information**

1. Cell – the intersection of a row and a column filled with text
2. Row – a horizontal arrangement of information
3. Sorting – a process of arranging data in a set order
4. Table – an arrangement of data in rows and columns; similar to a spreadsheet

## **Unit 3: Business Forms**

1. Online business forms – computerized versions of the paper forms used in the business world
2. Printed business forms – paper forms used in the business world
3. Scanned business forms – the process of scanning paper forms used in the business world into electronic forms
4. Scanning – a process used to capture images that are saved in graphic format for displaying on a computer

## Unit 4: Merging

1. Data source file – a collection of information to be merged with a form document; often the data source contains names, addresses, telephone numbers, etc., of customers or clients
2. Form file – the shell document or file used in a merge that contains the standard text to be merged with the data source
3. Mail merge – combining a document with information that personalizes it
4. Main document – the document with information that does not change in a form letter
5. Merge – to combine or unite with something to form a single entity

## Unit 5: Graphics

1. Drawing tools – features used to create shapes
2. Exporting – converting data from a computer program into a form suitable for use by a different program
3. Graphics – the art and science of storing, manipulating, and displaying computer data in the form of pictures, diagrams, graphs, or symbols
4. Importing – transferring data from one location to another in a computer or from one computer to another in a computer network, especially when a change of format is required
5. Joint Photographic Group (JPG) – a graphic file format for encoding high-resolution graphic images as computer files for storage and transmission
6. Watermark – a picture or graphic image that appears faintly behind text in a document

## Unit 6: Advanced Word Processing Features

1. Bookmark – an assigned location in a document
2. Index – a list of words and phrases that provides a guide for reference within the document
3. Macro – a collection of key strokes that are accumulated because they are used together frequently; used to simplify and automate repeated sets of commands
4. Password – assigning a word to a document that prevents others from opening or modifying the file
5. Table of contents – a list that provides a guide to the contents of a document and their locations

## Unit 7: Web Design

1. E-mail – a message sent electronically
2. Hypertext Markup Language (HTML) – the commands needed to format documents for the Internet
3. Hyperlink – underlined and colored text that links you to a different location on your document or to an external location such as a different Web page
4. Web – an application that makes use of the Internet; the Internet can exist without the Web, but the Web cannot exist without the Internet