

NORTH BRANFORD PUBLIC SCHOOLS
Essential Curriculum
Business and Finance Technology Education

Grade 7

Word Processing/Desktop Publishing

Upon completion of Word Processing/Desktop Publishing, students will be able to:

- Demonstrate correct key-stroking of all alphanumeric keys using the "touch" method.
- Keyboard and format letters, reports, and tables using arranged, composed, and unarranged copy.
- Recognize the advantages of word processing for more efficient productivity and workflow in the office.
- Keyboard, format, store, retrieve, spell-check, and print personal business documents using menus and prompts.
- Revise documents using the edit menu to select and move data within a document.
- Identify written and formatting errors by proofreading and editing all assignments.
- Demonstrate competency in desktop publishing by inserting and formatting pictures, word art, and clipart within documents.
- Demonstrate good work habits and a sense of completing assignments neatly and accurately with minimum assistance.
- Demonstrate the ability to follow oral and written instructions.
- Recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to lifelong learning.
- Describe methods of interfacing word processing with other current and emerging technologies.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.
- The student will recognize the importance of values as it relates to one's own character.