

Computer Applications/
Computer Applications I/
Word Processing I/
Business Tech I

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: A. To Be Able to Execute a Program From Directory or Menu

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-A-1	1. Be able to create a document file.	
CA/WP-A-2	2. Be able to set up simple letter style.	
CA/WP-A-3	3. Be able to use the cursor movement commands.	
CA/WP-A-4	4. Be able to set and change margins.	
CA/WP-A-5	5. Be able to format paragraphs.	
CA/WP-A-6	6. Be able to maintain a directory.	

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Performance Objective: B. To Be Able to Edit, Save, and Delete a Prepared File

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
CA/WP-B-1	1. Be able to use proof-reading marks.		
CA/WP-B-2	2. Be able to develop strong proof-reading skills.		
CA/WP-B-3	3. Be able to insert and delete text.		
CA/WP-B-4	4. Be able to move and copy text within a document.		
CA/WP-B-5	5. Be able to format text.		
CA/WP-B-6	6. Be able to use spell-checking devices and to be able to use writing and editing tools. Those tools include spelling, grammar, and thesaurus.		

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Performance Objective: C. To Accurately Produce Tables, Letters, Memos, and Reports

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-C-1	1. Be able to set, clear, and use tabs.	
CA/WP-C-2	2. Be able to set up different letter styles.	
CA/WP-C-3	3. Be able to use different punctuation.	
CA/WP-C-4	4. Be able to set up memorandum form.	
CA/WP-C-5	5. Be able to key reports.	
CA/WP-C-6	6. Be able to correctly key footnotes/endnotes.	
CA/WP-C-7	7. Be able to correctly key a bibliography or reference page.	

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Performance Objective: D. Demonstrate Skill in Formatting Documents

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-D-1	1. Be able to use the menu toolbar.	
CA/WP-D-2	2. Be able to use the standard toolbar.	
CA/WP-D-3	3. Be able to use the formatting toolbar.	
CA/WP-D-4	4. Be able to use keyboard short cuts.	

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
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Performance Objective: E. To Demonstrate Skill in Merging of Files and Integration of Different Software Packages

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
CA/WP-E-1	1. Be able to merge files in the word processor.		
CA/WP-E-2	2. Be able to use the mail merge capabilities of the software package.		
CA/WP-E-3	3. Be able to type envelopes and mail merge envelopes.		
CA/WP-E-4	4. Be able to integrate other types of software with Word.		