

## Word Processing Skills

Skill	Grade Level							
	1	2	3	4	5	6	7	8
<b>Keyboarding Skills</b>								
Correct posture								
Uses home key position								
Knows home row keys without looking								
<b>General</b>		I						
save and save as	I	P						
undo	I							
find and replace							I	
view toolbars, formatting palette			I	M				
zoom			I	M				
print/print preview		I	M					
<b>Working with Text</b>								
insert, delete, and move text		I	M					
change text appearance (font, color, size, style)		I	M					
using spell check and grammar check				I	M			
use thesaurus					I	M		
<b>Working with Images</b>								
insert images				I	M			
use word art				I	M			
use clip art				I	M			
<b>Formatting Documents</b>								
spacing (alignment, space between lines)						I	M	
Margins and tabs								
bulleted and numbered lists						I	M	

page numbers						I	M		
headers, footers							I		
columns						I	M		
page and section breaks						I	M		
tables						I	M		