

Winter Cookbook

Content Standards/Competencies

Information Systems

Producing Word Processing Documents	
• <u>031</u>	Differentiate among a variety of word processing programs.
• <u>032</u>	Compose a variety of documents (e.g., letters, memoranda, reports, newsletters, tables, and brochures).
• <u>033</u>	Use word processing programs to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, newsletters).
• <u>034</u>	Proofread and edit documents.
• <u>035</u>	Enhance layout of documents by using formatting features.
• <u>036</u>	Import graphics, using a variety of tools (e.g., from file, scanner, digital camera) and sources.
• <u>037</u>	Analyze and use writing tools (e.g., speller, thesaurus, grammar check, comparison tools).
• <u>038</u>	Utilize intermediate word processing operations (e.g., merge, macros, template wizards).
• <u>039</u>	Integrate databases, graphics, and spreadsheets into a word-processed document.