

MODULE 20: ADVANCED WORD PROCESSING

CODE: 960 204 Duration: 60 hours

A. Produce personalized documents. S Correct use of merge commands

Presence of all information in: • data files • personalized documents
Correct location of merged data
Correct insertion of data from a database

B. Produce forms and input data.

Creation of complete, properly formatted computerized forms
Presence of all information in: • data files • personalized documents
Correct preparation of files containing information used to fill in pre-printed forms
Correct location of merged data in the: • computerized forms • pre-printed forms

C. Sort text and data.

Appropriate selection of type of sort
Correct selection of sort criteria

D. Adapt the software to specific needs.

Adjustment of default settings in accordance with the needs of the work station

E. Input text in column form.

Selection of appropriate type of columns
Correct determination of: number of columns • space between columns • column margins
Absence of keyboarding errors

F. Use automatic numbering and create text banks.

Appropriate use of automatic numbering in terms of:
• type of numbering • position of levels • number of levels
Correct creation and use of text banks
Absence of keyboarding errors

G. Automate frequent tasks by means of macros and toolbars.

Creation of operational macros and toolbars

H. Produce lists, indexes, tables of contents.

Correct determination of: • position of levels • number of levels • page numbering style
Correct determination of all sections of the lists, indexes and tables of contents
Correct marking of text to be included in the lists, indexes and tables of contents