

## Word Processing Skills

PA Standard	Objective	K	1	2	3	4	5
3.7.4D	The student can access and open a word processing program.		I-M				
3.7.4D	The student can enter text.		I	E	M		
3.7.4D	The student can delete text using the delete key.		I-M				
3.7.4D	The student can use the space bar.	I	M				
3.7.4D	The student understands the concept of the insertion point and the cursor.		I-M				
3.7.4D	The student can change the text size, font, and style.				I	E	M
3.7.4D	The student can use the tab key.				I	E	M
3.7.4D	The student can save and retrieve word processing files.				I	E	M
3.7.4D	The student can highlight text.					I-M	
3.7.4D	The student understands the concept of text/word wrap.				I	E	M
3.7.4D	The student can use the spell checker.					I	E
3.7.4D	The student can manipulate the layout of a document, using margins, justification, and line spacing.					I	E
3.7.4D	The student can import, position, and manipulate relevant graphics into a word processing document.				I	E	E
3.7.4D	The student can cut, copy, and paste text.						I



I – Introduce

E – Expand

M – Master

Penn Hills Elementary Schools

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