Word Processing

Granite SCHOOL DISTRICT

Course Information

Location: Check with your counselor
Offered to: Grades 6-8
Credits: .50 credits
Length: One Semester
Fees: Lab fee may be required

Insert Tab

From the Insert Tab, different objects can be inserted into the document. Example of objects are:

- Picture
- Word Art
- Table
- Shapes
- Charts
- Symbols
- Page Break and many more

Course Description

You will:

- Learn and demonstrate correct technique
- Navigate a word processing document
- Complete basic and advanced word processing formatting
- Edit and review documents using word processing tools

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Microsoft Office Alternatives

You Will Learn:

- Manage files
- Know keyboarding shortcuts
- Create business and personal letters
- Create envelopes and labels
- Create reports including title page, table of contents, and reference pages