



WD

WD - WORD PROCESSING**I. Evaluation Description**

Jobs in the WD Unit are designed to evaluate the Employee's ability to use a computer to perform basic word processing skills with Microsoft Word software. The use of six activities sequenced from simple to complex enables the evaluator to identify the Employee's word processing skills and instructional level.

WD1 Open and print a document

WD2 Create a word processing document

WD3 Insert words and sentences, delete words and sentences

WD4 Cut and paste, copy and paste

WD5 Change font and size, use bold and underline

WD6 Change margins, justify and indent

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of Windows and Microsoft Office Word software installed on the student computer. When necessary, the Evaluator assists the Employee in navigating Windows and the Microsoft Office Word software and assigns the amount of Assistance provided.

A. Prerequisites

It is recommended but not necessary that Employees demonstrate basic typing skills in **TP - Typing** before attempting **WD - Word Processing**.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables**A. Equipment:**

Computer with Microsoft Word software
Printer

WD - Word Processing folder created on the computer **Desktop***
EMPLOYEE FOLDERS created on the Computer **Desktop***

*To download WD folder and Employee Folders: Log in to the PAES Scan website at app.paesscan.com and press the 3 dots next to the lab facility name. Press the download arrow next to CT Setup Files and save to desktop.

B. Laminated Materials:

WD Computer Instruction Cards 1 and 2
WD2 Text Card

C. Consumables:

Paper for the printer

D. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

Attach each of the following Lab Signs to a medium size box:

MT Recycle LETTERS (Re-usable non-folded paper only)

Building Recycle Paper (Folded and Non-usable paper only)

JOB: **WD1**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer **Desktop**
WD - INSTRUCTION CARD 1

PROCEDURE: You are going to open and print a document.

1. Open **WD1** by following the **Start Up** directions on **WD - INSTRUCTION CARD 1**.
2. Check the printer to see that it is turned on.
3. Locate and open the **Print** option for the Microsoft Word software.
4. Click on **Print** when the print box appears.
5. Open the **Print** option again.
6. Click in the blank box next to the word **Pages**.
7. **Type the number 2** in the blank box.
8. Click on **Print**.

CALL A SUPERVISOR

WD1 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Data Entry Instructions
2. WD Instruction Card 2 – Print Instructions **ONLY**
3. **If asked to save: DO NOT SAVE.**

WD1 - SCORING CRITERIA

1. There should be **3 separate printed pages**:
 - 1 page with the **paragraph**
 - 1 page with **“PAGE TWO”**
 - 1 page with **“PAGE TWO”**
2. Check the 3 printed pages against the [WD1 Answer Key](#).
3. Close MS Word software.

If asked to save: DO NOT SAVE.

WD1 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **WD2**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer **Desktop**
EMPLOYEE FOLDERS located on the computer **Desktop**
WD - INSTRUCTION CARDS 1 and 2
WD2 TEXT CARD

PROCEDURE: You are going to create a word processing document. Then you will print and save your document.

1. Open **WD2** by following directions on **WD - INSTRUCTION CARD 1**.
2. **TYPE** the paragraphs on the **WD2 TEXT CARD** by following directions on the **WD - INSTRUCTION CARD 1** for Entering Text.
3. Follow directions on **WD - INSTRUCTION CARD 2**:
PRINT your work
SAVE your work
CLOSE the Word Software

WD2 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Data Entry Instructions
2. WD Instruction Card 2 – Print - Save - Close Software Instructions

WD2 - SCORING CRITERIA

1. There is 1 printed page.
2. Check the printed page against the [WD2 Answer Key](#).
3. MS Word software should be **CLOSED**.
4. Employee's Folder on the Desktop contains their **WD2 document**.

WD2 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **WD3**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer **Desktop**
EMPLOYEE FOLDERS located on the computer **Desktop**
WD - INSTRUCTION CARDS 1 and 2

PROCEDURE: You are going to open an existing document, insert and delete words, then print and save your document.

1. Open **WD3** by following directions on **WD - INSTRUCTION CARD 1.**

Insert and Delete Words:

2. Notice that the first word of the first sentence is **The**.
3. **Double click** on the word **The** so that it is highlighted.
4. **Press** the **BACKSPACE** key or the **DELETE** key to delete the word **The**.
5. **Type** the word **Your** in the space that had the word **The**.
6. **PRINT** the page by following directions on **WD - INSTRUCTION CARD 2.**

Highlight and Delete a sentence:

7. **Move** the mouse so that the **arrow** on the screen is sitting to the **left** of the first word of the first sentence and click the left mouse button.
8. **HOLD** the left mouse button down, **DO NOT LET UP ON THE MOUSE BUTTON.**
 - Drag the mouse across the mouse pad to highlight the first sentence.
 - Let up on the mouse button when you get to the end of the sentence.
 - If you let up on the mouse button too soon, the whole sentence will not be highlighted.
 - If you let up on the mouse button after you have passed the end of the sentence, you will highlight too many words.
9. After you highlight the first sentence, press the **DELETE** key to remove the first sentence from the document.
10. **TYPE** the following sentence at the beginning of the first paragraph:
PAES helps you find out what kinds of jobs you like.
11. Follow directions on **WD - INSTRUCTION CARD 2:**
PRINT your work
SAVE your work
CLOSE the Word Software

WD3 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Typing Instructions
2. WD Instruction Card 2 – Print - Save - Close Software Instructions

WD3 - SCORING CRITERIA

1. There should be 2 printed pages.
2. Check the printed pages against the [**WD3 Answer Key**](#).
3. MS Word software should be **CLOSED**.
4. Employee's Folder on the Desktop contains their **WD3 document**.

WD3 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **WD4**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer **Desktop**
EMPLOYEE FOLDERS located on the computer **Desktop**
WD - INSTRUCTION CARDS 1 and 2

PROCEDURE: You are going to open an existing document, copy and paste text, then cut and paste text. You will print and save your document.

1. Open **WD4** by following directions on **WD - INSTRUCTION CARD 1**.
2. **Highlight** the entire **first** paragraph.

Copy and Paste text:

3. When the entire first paragraph is highlighted, **press and hold** the Control (ctrl) key then letter C to **Copy** the entire paragraph.
4. **Move** the arrow on the screen to the end of the last paragraph.
5. **Click** behind the period at the end of the last sentence.
6. Press **Enter** to move to the next line.
7. **Press and hold** the Control (ctrl) key then letter V to **Paste** the entire paragraph.

Cut and Paste text:

8. **Highlight** the entire **second** paragraph.
9. When the entire second paragraph is highlighted, press and hold the Control (ctrl) key then letter X to **Cut** the entire paragraph.
10. **Move** the arrow on the screen to the very end of the last paragraph.
11. Click behind the period at the end of the last sentence.
12. Press **Enter** to move to the next line.
13. **Press and hold** the Control (ctrl) key then letter V to **Paste** the entire paragraph.
14. Follow directions on **WD - INSTRUCTION CARD 2:**
PRINT your work **SAVE** your work **CLOSE** the Word Software

WD4 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Typing Instructions
2. WD Instruction Card 2 – Print - Save - Close Software Instructions

WD4 - SCORING CRITERIA

1. There should be 1 printed page.
2. Check the printed page against the [WD4 Answer Key](#).
3. MS Word software should be **CLOSED**.
4. Employee's Folder on the Desktop contains their **WD4 document**.

WD4 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **WD5**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer **Desktop**
EMPLOYEE FOLDERS located on the computer **Desktop**
WD - INSTRUCTION CARDS 1 and 2

PROCEDURE: You are going to open an existing file, change the font and size, and bold and underline some words. Then you will save and print your file.

1. Open **WD5** by following directions on **WD - INSTRUCTION CARD 1**.
2. **Highlight** both paragraphs.

Change the Font:

3. Locate the **Font** box at the top Home screen.
4. Notice the name of the font in the font box is **Arial**. This is the font that is currently used for the document.
5. Click on the small arrow in the font and scroll down to select the **Times New Roman** font from the list.

Change the Size of the Letters:

6. Click on the small arrow in the box with a number next to the font box and select **size 14** for your font size.

Bold and Underline Text:

7. Locate the letters **B I U** near the Font box.
8. Click on the **B** and the **U** to **Bold** and **Underline** the words in the document.
9. Follow directions on **WD - INSTRUCTION CARD 2**:

PRINT your work
SAVE your work
CLOSE the Word Software

WD5 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Typing Instructions
2. WD Instruction Card 2 – Print - Save - Close Software Instructions

WD5 - SCORING CRITERIA

1. There should be 1 printed page.
2. Check the printed page against the [WD5 Answer Key](#).
3. MS Word software should be **CLOSED**.
4. Employee's Folder on the Desktop contains their **WD5 document**.

WD5 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **WD6**

UNIT: **WORD PROCESSING**

MATERIALS: Computer with Microsoft Word software
WD - Word Processing folder on the computer Desktop
EMPLOYEE FOLDERS located on the computer Desktop
WD - INSTRUCTION CARDS 1 and 2

PROCEDURE: You are going to open an existing document, change the margins, justify some text, and indent part of the text. Then you will print and save your document.

1. Open **WD6** by following directions on **WD - INSTRUCTION CARD 1.**

Select All:

2. Click on the **Home** tab at the top of the page.
3. Locate the **Editing** section and the **Select** options.
4. Click on **Select All.**

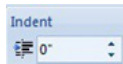
Change Margins:

5. All text on the document should be highlighted. If not, repeat steps 3-5. Click on the Layout tab at the top of the page.
6. Locate the Margins in **Page Setup** on Layout.
7. Click on **Margins** and select the Narrow option with **0.5 for all margins.**

Justify Text:

8. All text on the document should be highlighted. If not, repeat steps 3-5. Click on the **Home** Tab at the top of the page.
9. Press the **Home** Tab.
10. Locate and click on the **Justify** button  on the right of four sets of lines.

Indent Text:

11. **Highlight the first paragraph only.**
12. Click on the **Layout** tab at the top of the page.
13. Locate Indent in the **Paragraph** section.
14. Use the up arrow to increase the left indent from 0  to 0.5
15. Follow directions on **WD - INSTRUCTION CARD 2:**
PRINT your work
SAVE your work
CLOSE the Word Software

WD6 - SET UP

REMOVE WD printed copies from WD Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. WD Instruction Card 1 – Start Up and Typing Instructions
2. WD Instruction Card 2 – Print - Save - Close Software Instructions

WD6 - SCORING CRITERIA

1. There should be 1 printed page.
2. Check the printed page against the [WD6 Answer Key](#).
 - a. Match the **Margins**
 - b. Match the Alignment of the text to be sure it is **Justified**.
 - c. Check the 1st paragraph to be sure it is Indented **.5 inches more than the 2nd paragraph**.
3. MS Word software should be CLOSED.
4. Employee's Folder on the Desktop contains their **WD6 document**.

WD6 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the WD Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.



ANSWER KEY

WD1 – Key

(All printed pages go to the MT Recycle LETTERS box.)

Employee's printed pages should look exactly like the those below:

(There should be three separate pages.)

1st page:

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

2nd page:

PAGE TWO

3rd page:

PAGE TWO

WD2 – Key

(All printed pages go to the MT Recycle LETTERS box.)

Employee's printed page should look exactly like the print below:

WD2

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find that you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

WD3 - Key

(All printed pages go to the MT Recycle LETTERS box.)

Employee's printed page should look exactly like the print below:

1st page: The first word should be Your.

Your Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

2nd page: The first sentence should be:

"PAES helps you find out what kinds of jobs you like."

PAES helps you find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

WD4 - Key

(Printed pages needs to go to the MT Recycle LETTERS box.)

Employee's printed page should look exactly like the print below:

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

WD5 - Key

(Printed pages need to go to the MT Recycle LETTERS box.)

Employee's printed page should look exactly like the print below with all text in Bold and Underlined

WD5

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

WD6 - Key

(Printed pages needs to go to the MT Recycle LETTERS box.)

Employee's printed page should look exactly like the print below:

- **Margins on both paragraphs should match this Key.**
- **All text should be Justified to fit the margins.**
- **The first paragraph is indented .5 inch.**

WD6

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.



LAMINATED ITEMS

WD2

TEXT CARD

The Practical Assessment Exploration System is one way for you to find out what kinds of jobs you like. PAES also helps you find out what skills you do well and what skills you need to work on. Sometimes you find that you like some jobs you did not think you would like. Sometimes you find you can do some things you did not think you could do.

It is important to explore as many jobs as you can while you are in school. This will help you choose a job that is right for you when you graduate from high school. PAES is a good way for you to learn about yourself. PAES is a good way for you to plan for your future.

COMPUTER TECHNOLOGY

WD - INSTRUCTION CARD 1

START UP INSTRUCTIONS

1. **Locate** and **double click on** the **WD Word Processing** folder on the computer **Desktop**.
2. **Double Click** the appropriate **WD document (WD1, WD2, etc.)** to open the file in Microsoft Word.

TYPING TEXT INSTRUCTIONS:

1. Use the **Shift key** to type upper case letters.
2. Click in the space where you want to begin typing.
3. Use the **Tab key** one time at the beginning of a paragraph.
4. If you make a typing mistake:
 - a. Double click on the word that is typed incorrectly.
 - b. Press **BACKSPACE** to remove the word.
 - c. Type the correct word.
 - d. Check the word for correct spelling.
 - e. Check to see if a space is needed before or after the corrected word.

COMPUTER TECHNOLOGY

WD - INSTRUCTION CARD 2

PRINT YOUR WORK

1. Check the printer to see that it is turned on.
2. Locate and open the **Print** option for the Microsoft Word software.
3. Select **Print** when the option appears.

SAVE YOUR WORK

1. Locate and click on the **Save As** option in the Microsoft Word software.
2. Click the **Browse** button and locate **Desktop**.
3. Click on **Desktop**.
4. Locate and double click on **EMPLOYEE FOLDERS** located on the right side of the screen.
5. Locate and double click on **Your Folder**.
6. Click in the box next to **File Name** to type a new name for the document.
7. Type the **Job Code (WD2, WD3 etc.)** and **Your Name**.
For example: WD2 Jane Smith
8. Click on **SAVE**.

CLOSE MICROSOFT WORD SOFTWARE

1. Click on the **Exit** option.
2. Or click on the **Red X** located in the upper right corner of the screen.