Information Processing

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Revision Date: September 14, 2014

Course Description:

Information Processing is a one-semester course designed to help students in becoming more efficient and effective in written communications. The class is designed to provide training for personal or career development. The students will demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will improve speed and accuracy in keyboarding by using appropriate drills and timed writings. Some activities include proofreading exercises, creating and editing Word documents, creating a research paper using MLA formatting, creating a resume using a wizard and a cover letter with a table, creating a document with a table, chart, and watermark, generating form letters, mailing labels, and directories, and creating a professional newsletter.

Unit: Touch Keyboarding   **Time Frame: 2 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Touch Keyboarding	- Review and use proper keyboarding techniques using touch keyboarding. - Review the ten-key pad - Identify and use options from the toolbars in Microsoft Word: New, open, save, printing, preview, spell check, cut, copy, paste, undo/redo, show/hide non-printing characters; Font style, alignment, bullets/numbering, spacing - Navigate and complete lessons in typing software program - Complete 1-minute timed writings - Demonstrate knowledge of file management

Unit: Proofreading and Capitalization   **Time Frame: 1 week**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Proofreading and editing documents effectively	Demonstrate proper proofreading and editing techniques - Spell Check - Proofread document - Thesaurus - Capitalization activities

Unit: Creating and Editing a Word Document   **Time Frame: 2 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create and edit a document in Word	- Start and quit Word - Describe the Word window - Enter text in a document - check spelling - Save a document - Format text and paragraphs - Insert graphics in a document - Print document - Email a document as an attachment - Open document - Correct errors/proofread

Unit: Creating a Research Paper   **Time Frame: 2 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create a research paper using MLA formatting style	- Describe the MLA style for research papers - Change the margin settings and line spacing - Use a header to number pages - Apply formatting using shortcut keys - Modify paragraph indentation - Add a footnote - Use Word Count - Insert a manual page break - Create a hyperlink - Sort paragraphs - Proof and revise - Display web page associated with hyperlink - E-mail with attachment - Use the research task pane to locate information

Unit: Business Communication Documents   **Time Frame: 3 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create and format business documents	- Create a resume using a wizard - Fill in a document template - Set and use tab stops - Collect and paste using the clipboard - Format paragraphs and characters - Identify the components of a business letter - Insert date feature - AutoText entry feature - Insert table, enter data and format data in table - Address and print an envelope - Work with Smart tags - Modify file properties - Create and format memos, fax cover sheets, agenda's, and calendars

Unit: Create a Complex Document   **Time Frame: 3 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create a Document with Table, Chart, and Watermark	- Add a border and shading - Center vertically - Insert section breaks - Insert document into existing document - Create & format header and footer different from previous sections - Modify and format a table - Sum columns using AutoSum - Select and format nonadjacent text - Create a chart from a table and modify - Add picture bullets - Create and apply a character style - Use Draw Table feature - Insert a text watermark - Reveal formatting

Unit: Generate Form Letters, Mailing Labels, and Directories   **Time Frame: 2 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Generate Form Letters, Mailing Labels, and Directories	- Explain the merge process - Use Mail Merge feature - Use a letter template - Insert and format an AutoShape on a drawing canvas

	• Create and edit a data source
	• Insert and edit merge fields in a main document
	• Use an IF field in a main document
	• Create an outline numbered list
	• Merge and print form letters
	• Sort data records
	• Address and print mailing labels and envelopes
	• Merge all data records to a directory
	• Change page orientation
	• Modify table properties

Unit: Create a Professional Newsletter   **Time Frame: 3 weeks**

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create a newsletter	• Create and format a WordArt object
	• Insert a symbol
	• Insert and format a floating graphic
	• Format into multiple columns
	• Use drop cap
	• Insert a column break
	• Place a vertical rule
	• Insert and format text boxes
	• Use Paste Special command to link items
	• Balance columns
	• Insert and format a diagram
	• User the format painter
	• Add a page border
	• Enhance document for online viewing