Word – beyond the basics

Progress tracking document

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| **Pupil** | **Class** |
|  |  |

You will use this document to track your progress through the course.

You need to get your teacher to sign-off each required skill. They will do this when you either:

* demonstrate the skill;
* provide evidence that can perform the skill (which you will capture in this document.

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# Chapter 1 – getting started

## 1.1 Open a new blank document

Teacher sign-off date:

## 1.2 Get familiar with the various parts of the window.

Teacher sign-off date:

## 1.3 Recognise the quick access toolbar, ribbon tabs, scroll bar, and status bar.

Teacher sign-off date:

## 1.4 Choose a page layout for a new document.

Teacher sign-off date:

## 1.5 Save and close a document.

Teacher sign-off date:

# Chapter 2 – editing a document

## 2.1 Select, edit, copy and paste text.

Teacher sign-off date:

## 2.2 Navigate around a document.

Teacher sign-off date:

## 2.3 Spell-check a document.

Teacher sign-off date:

# Chapter 3 – styles and formatting

## 3.1 Use and customise styles.

Teacher sign-off date:

## 3.2 Select font style, size and characteristics.

Teacher sign-off date:

## 3.3 Set line and paragraph spacing.

Teacher sign-off date:

## 3.4 Use columns.

Teacher sign-off date:

## 3.5 Insert column breaks and page breaks.

Teacher sign-off date:

## 3.6 Show non-printing characters

Teacher sign-off date:

# Chapter 4 – tabs and lists

## 4.1 Set tabs and indents on the ruler line.

Teacher sign-off date:

## 4.2 Create numbered and bulleted lists.

Teacher sign-off date:

# Chapter 5 – inserting images

## 5.1 Insert an image into a document.

Teacher sign-off date:

## 5.2 Wrap text around an image

Teacher sign-off date:

## 5.3 Group and manipulate images

Teacher sign-off date:

# Chapter 6 – inserting shapes

## 6.1 Insert and manipulate shapes

Teacher sign-off date:

## 6.2 Group and ungroup shapes

Teacher sign-off date:

## 6.3 Use the drawing canvas

Teacher sign-off date:

# Chapter 7 – tables

## 7.1 Insert a table of several columns into a document

Teacher sign-off date:

## 7.2 Format a table

Teacher sign-off date:

# Chapter 8 – special symbols and equations

## 8.1 Use the numeric keypad

Teacher sign-off date:

## 8.2 Enter symbols and special characters

Teacher sign-off date:

## 8.3 Use the equation editor

Teacher sign-off date:

# Chapter 9 – long documents

## 9.1 Use and edit styles

Teacher sign-off date:

## 9.2 Create a Table of Contents

Teacher sign-off date:

## 9.3 Create section breaks with customised headers and footers

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# Chapter 10 – templates and fillable forms

## 10.1 Use a template

Teacher sign-off date:

## 10.2 Create a fillable form

Teacher sign-off date:

## 10.3 Make a document read-only

Teacher sign-off date:

# Assessment Grid

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| 1.1 | 1.2 | 1.3 | 2.1 | 2.2 | 2.3 | 3.1 | 3.2 | 3.3 | 3.4 | 3.5 | 3.6 | 4.1 | 4.2 | 5.1 | 5.2 | 5.3 |
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| 6.1 | 6.2 | 6.3 | 7.1 | 7.2 | 8.1 | 8.2 | 8.3 | 9.1 | 9.2 | 9.3 | 10.1 | 10.2 | 10.3 |  |  | % |
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