**Word Integration Skills**

C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmfThe student is expected to sit properly with feet on the floor and have fingers positioned properly on the keyboard. (2nd grade TEK)

Within 2 different visits to the lab the students should master…

6th grade (choose 13 of the 22 items below)  
7th grade (choose 17 items)

8th grade (all)

Basic Skills (6th grade mastery)

* Manipulate fonts (center, color, size, font style)
* Change margins
* Change line spacing
* Spellcheck
* Insert shape, photo, and/or clipart
* Add bulleted or numbered list
* Save to H: drive (student’s drive)
* Properly manipulate paragraph format (line indention, line spacing)
* Know the difference between backspace and delete

Intermediate Skills (7th grade mastery)

* Insert a text box
* Insert Header and/or Footer with automatic page numbering
* Insert hyperlink
* Save as PDF
* Check reading level of paper
* Use Thesaurus to interchange words so reading level is higher

Advanced Skills (8th grade mastery)

* Insert multiple columns
* Bring text object in front of picture or layer two pictures
* Appropriately use Tabs and indentions
* Insert Page Break or column break
* Insert Table or Spreadsheet and fill out table or spreadsheet
* Appropriately use Tabs (center, left, right, and/or decimal)
* Appropriately use First Line Indent/Hanging Indent