



Pathfinder Honour: Requirements & Framework

Word Processing 1

Part of Vocational Category of Honours

Honour Patch



Part of Technician
Master Honour



Snapshot of Honour

This honour is an introduction to word processing- a really useful skill these days.

A definition of word processing is discussed first. Next, the focus is on gaining a basic understanding of how to use the hardware (computers and printers etc) and to put the word processing software into action.

To demonstrate your skills, you'll use word processing software to create a document.

As an alternative to creating your own document, we've invented an imaginary Pathfinder who has started to write an account of a Campout. It needs editing and completing.

Honour History:

Original Honour: Not known

General Conference: Reviewed Not Applicable

South Pacific Division : Reviewed July 2013

- John Sommerfeld, Rob Hansford. South Queensland Conference
- Emma Tavai Brown (NNZ Conf); Alan Bates (G Sydney Conf); Darryl Hobson (S Qld Conf)

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Honour Framework: [Compulsory items are underlined. Others are for guidance]

#Skill Level:	Level 2
<u>Pre-requisites:</u>	Nil
Preparation Time:	Average (4-8 hrs)
Physical Requirements:	Minimal
Equipment/Materials Required:	Computer, monitor, printer, word processing software
Location:	Indoors
Sabbath Appropriate:	Not likely
<u>Safety & Legal Requirements:</u>	Refer to and comply with Local, State and Country Requirements. All duty of care must be complied with.
Links to P/F Curriculum: (Cards, Speciality, Pursuits), or AO Modules	
Suggested Teaching / Presentation method(s):	Presentation and Discussion; Practical application;
Recommended Assessment:	Workbook & Assessment Sheet which has a checklist of practical requirements and a short test to check knowledge of the honour.
List of Resources:	See Trainer's Notes

#Skill Level. A General Conference term which broadly describes typical physical and mental development. Level 1 (Friends, Companions); Level 2 (Explorers, Rangers); Level 3 (Voyagers, Guides)

Honour Components:

Requirements:	See following page
Trainer's Notes:	Word Processing 1 Honour Trainer's Notes
Student's Workbook:	Word Processing 1 Honour Workbook
Assessment Sheet:	Word Processing 1 Honour Assessment <i>(On SPD Honour Website but Leader's level access is required)</i>

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Requirements

Source: General Conference of SDA, *Not applicable, SPD honour*

Note: The Word Processing Honour has now been updated by the SPD to keep abreast of technological developments. It is now called Word Processing 1.

1.
 - a. Briefly describe the meaning of the term ‘word processing’
 - b. List the hardware needed for word processing.
2. Demonstrate correct posture while using a keyboard.
3. Demonstrate ability to correctly:
 - a. Switch on the hardware and open the word processing software.
 - b. Close all documents and software, then shutdown / turn-off all hardware.
4. Demonstrate ability to: (*Note that this may be done in conjunction with Requirement 5*)
 - a. Navigate the computer’s document / file storage system (viz Microsoft’s ‘My Documents’)
 - b. Retrieve / open a document from the computer’s document / file storage system
 - c. Create a new folder in the computer’s document / file storage system
 - d. Create a new word-processing document.
 - e. Give the new document a suitable file name and save it in the appropriate folder in the computer’s document / file storage system. Explain why it is important to ensure that a document being worked on is continually saved and backed up.
 - f. Ensure the document has its file name and its latest revision clearly noted on the document. Explain why it is important to do so.
5. Create a document consisting of no less than 800 words and which demonstrates skill in applying each of the following. Save and print the document. Make a backup copy.
 - a. Setting up a document:
 - i. Save the document in the appropriate folder. Make a new folder if this is best.
 - ii. Set page orientation: portrait or landscape.
 - iii. Create a header and footer.
 - iv. Set margins.
 - v. Insert automatic page numbering in the header or footer.
 - vi. Insert the date of the latest revision and the document’s file name in the header or footer.
 - b. Formatting a document using the following:
 - i. Fonts: Type (ie Arial etc), Size (ie 12 etc), Style (ie bold), Colour & Underlining.
 - ii. Text alignment: Left, Centre, Right and Justify.
 - iii. Line spacing.
 - iv. Lists and bullets.
 - v. Numbering of headings.
 - c. Editing a document by:
 - i. Copying text.
 - ii. Moving text.
 - iii. Correcting spelling and grammar using auto correct.
 - iv. Searching and replacing words or text.
 - d. Inserting into a document:
 - i. A table with headings and a minimum of 3 columns and 5 rows.
 - ii. A picture or Clip Art.

General Conference Reference No: Not Applicable, SPD Honour