Pathfinder Honour:
Workbook

Word Processing 1

Name: Club:

    Date Started: Date Completed:

    Instructor Name: Signature:

Club Director's   Signature:
Name:

Please Award Patch: Date:

To be signed by Authorised Person (ie District Director for Pathfinders) after satisfactory completion. Leaders, please see the Assessment Sheet for a checklist of practical requirements and a short test to check knowledge of honour.

                                  Date Patch Presented

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Instructions: *Brief notes are only required for Requirements 1, 2, 4e and 4f. No notes are required for the other requirements. Please use this workbook as a check list.*

Requirement 1:

a.	Meaning of the term 'word processing'	
b.	Hardware needed for word processing.	

Requirement 2:   Demonstrate correct posture while using a keyboard.

STEP 1: Your Chair	
STEP 2: Your Keyboard	
STEP 3: Screen &Documents	
STEP 4: Pauses & Breaks	

Requirement 3:   Demonstrate ability to correctly:

a.	Switch on the hardware & open the word processing software.	
b.	Close all documents & software, then shutdown / turn-off all hardware.	

Requirement 4:   Demonstrate ability to:
(Note that this may be done in conjunction with Requirement 5)

a.	Navigate the computer's file storage system (viz Microsoft's 'My Documents')	
b.	Retrieve / open a document from the computer's file storage system	
c.	Create a new folder in the computer's file storage system	
d.	Create a new word-processing document.	
e.	Give the new document a suitable file name & save it in the appropriate folder in the computer's file storage system.	
	Explain why it is important to ensure that a document being worked on is continually saved & 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.	

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Requirement 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.**
NB. It is strongly recommended that the document be included overleaf.

a. Setting up a document:

		Examiner's Comments
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 & 5 rows	
ii.	A picture or Clip Art	