Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE 12/21/2015

VERSION v 001

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Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals (Instructor)

Explanation

In this lab, students will demonstrate their ability to navigate Microsoft Word and perform fundamental skills to construct, edit, format, and proof documents which include paragraphs, lists, pictures, tables, and hyperlinks.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	FAIL 0	POOR 1	FAIR 2	GOOD 3	Score
Creating, Saving, and Opening Documents	Not able to create a new blank document nor a template based document	Is able to create a new document and use Save and Save As commands appropriately	Meets previous criteria and is able to pin the file to Backstage view	Meets previous criteria and is able to export the document in a PDF format	
Entering and Editing Text	Unable to complete steps 13, 14, and 15 in the lab procedure	Completes steps 13-16 of the lab procedure	Completes steps 13-17, 18a, and 18b in the lab procedure	Completes all steps, 13-18c in the lab procedure	
Formatting Text	Unable to complete steps 19 through 23 in the lab procedure	Completes steps 19-23 of the lab procedure	Completes steps 19-25 in the lab procedure but no hyperlinks work when tested in step 26	Completes steps 19-26 in the lab procedure with a working e-mail link and at least one working website link	
Indents, Tabs, and Lists	Unable to complete steps	Completes steps 27 through 28b	Completes steps 27 through 29	Completes steps 27 through 29	

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	27 and 28a in the lab procedure	in the lab procedure	and creates the first-level outline in step 30	and creates the first- and second-level outlines in step 30	
Pictures	Unable to insert a picture into a Word document	Able to insert a picture, but can't resize, wrap, or move the picture	Resizes and/or wraps text around inserted picture, but can't achieve the required layout	Completes all steps and formats the document as illustrated in the procedure	
Tables	Unable to complete steps 36 and 37 in the lab procedure	Completes steps 36 and 37 in the lab procedure	Completes steps 36 through 38 in the lab procedure	Completes steps 36 through 39 in the lab procedure	
Spelling and Grammar	Not able to launch the Spell Check tool	Launches the Spell Check tool but doesn't know how to proceed in using the tool	Corrects some errors, but has difficulty using tool properly e.g., replacing each instance of a word instead of Replace All	Uses Spell Check fluently to correct all spelling and grammar errors in the document	

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