Learning Targets for Module 2, Chapter 13:

# I can…

|  |  |  |  |
| --- | --- | --- | --- |
| Standard  Module 2 | Description/Skills Set | Level of Knowledge  1 – got it  2 – getting it  3 – no clue | Level of Knowledge  1 – got it  2 – getting it  3 – no clue |
|  |  | **Beginning of Chapter** | **End of Chapter** |
| 1.3.1 | Insert text and numbers into a file. |  |  |
| 1.3.2 | Perform simple editing e.g.(select, cut, copy, paste, and move information) |  |  |
| 1.3.3 | Use the undo, redo, and repeat commands |  |  |
| 1.3.4 | Find and or Find and replace information |  |  |
| 1.3.5 | Check spelling |  |  |
| 1.3.6 | Perform simple text formatting, including using Format Painter |  |  |
| 1.4.1 | Format a document for printing |  |  |

**Chapter 13 Key Vocabulary**

* **Alignment:**
* **Clipboard:**
* **Drag-and-drop editing:**
* **Edit:**
* **First line indent:**
* **Font:**
* **Format: Format Painter: Hanging indent:**
* **Indent:**
* **Insert mode:**
* **Landscape orientation:**
* **Manual line break:**
* **Manual page break:**
* **Margin:**
* **Overtype mode:**
* **Points:**
* **Portrait orientation:**
* **Select:**
* **Soft page break:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How Do I?** | Ribbon  (Tell me which one) | Group  (Tell me which one) | Button or Dialogue Box | Office Button  (Tell me where to go) |
| Delete and insert text using the backspace and delete keys? |  |  |  |  |
| Use the insert and overtype modes? |  |  |  |  |
| Undo, Redo, and Repeat Actions |  |  |  |  |
| Edit Text Using: Drag and Drop editing |  |  |  |  |
| Cut, Copy, and Paste text |  |  |  |  |
| Use proofreading tools to check and correct spelling and grammar |  |  |  |  |
| Use research services |  |  |  |  |
| Format Characters with fonts and attributes |  |  |  |  |
| Format paragraphs with fonts, line spacing, alignment, tabs and indents, and bulleted and numbered lists |  |  |  |  |
| Format documents with margin settings, page orientation settings, and page breaks |  |  |  |  |
| Find and Replace text |  |  |  |  |

Notes Page: