Learning Targets for Module 2, Chapter 16:

# I can…

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| --- | --- | --- | --- |
| StandardModule 2 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Level of Knowledge1 – got it2 – getting it3 – no clue |
|  |  | **Beginning of Chapter**  | **End of Chapter** |
| 2.1.12 | Format text in columns. |  |  |
| 2.1.11 | Add borders and shading to enhance the appearance of your document. |  |  |
| 2.1.9 | Use building blocks to quickly format page numbers, and enter frequently used text. |  |  |
| 2.1.10 | Create headers and footers, and enter frequently used text. |  |  |
| 2.1.8 | Insert data elements, such as the current date, symbols, hyperlinks, and footnotes and endnotes. |  |  |
| 1.3.7 | Insert, resize, and position graphics. |  |  |
| 1.3.7 | Use drawing tools to create your own graphics. |  |  |
| 2.1.11 | Create a new document based on a template. |  |  |
| 2.1.11 | Apply, create, and modify styles to create effective documents efficiently.  |  |  |

**Chapter 16 Key Vocabulary**

* **AutoShape:**
* **Banner:**
* **Blog:**
* **Boilerplate text:**
* **Building blocks:**
* **Clip art:**
* **Crop:**
* **Desktop publishing :**
* **Drawing objects:**
* **Fields:**
* **Footer:**
* **Graphics:**
* **Header:**
* **Manual column break:**
* **Section break:**
* **Sizing handles:**
* **Style:**
* **Text box:**
* **Thumbnails:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How Do I? | Ribbon (Tell me which one) | Group (Tell me which one) | Button or Dialogue Box | Office Button (Tell me where to go) |
| Format text in columns. |  |  |  |  |
| Add borders and shading to enhance the appearance of your document. |  |  |  |  |
| Use building blocks to quickly format page numbers, and enter frequently used text. |  |  |  |  |
| Create headers and footers, and enter frequently used text. |  |  |  |  |
| Insert data elements, such as the current date, symbols, hyperlinks, and footnotes and endnotes. |  |  |  |  |
| Insert, resize, and position graphics. |  |  |  |  |
| Use drawing tools to create your own graphics. |  |  |  |  |
| Create a new document based on a template. |  |  |  |  |
| Apply, create, and modify styles to create effective documents efficiently.  |  |  |  |  |