

Palomar College ROP

Microsoft Word

- 1 OPERATING SYSTEM ENVIRONMENT**
- A Manipulates windows.
 - B Performs file and disk management.
 - C Applies file naming conventions.
 - D Multi-tasks in GUI environment.
 - E Performs tasks in a Windows environment.
- 2 WORD PROCESSING PROFICIENCIES**
- A Creates, edits and prints a document.
 - B Formats a document.
 - C Saves and retrieves a document.
 - D Deletes text.
 - E Inserts text.
 - F Applies various justifications.
 - G Finds and replaces text.
 - H Works with multiple documents.
 - I Applies desktop publishing skills involving placement of graphics and text.
 - J Creates mail merge, envelopes and labels.
 - K Creates tables.
 - L Proofreads, spell checks and grammar checks files.
 - M Applies page and paragraph formatting to include tabs, indents and margins.
 - N Moves text.
 - O Views files.
 - P Manages printing of files.
- Workplace Skills and Behavior**
- 1 WORK STATION OPERATION**
- A Follows established safe procedures to use terminal, processor and printer.
 - B Utilizes computer network, including the Internet.
- 2 STANDARDS OF PROFESSIONALISM**
- A Consistently arrives on time, ready to work.
 - B Participates in discussion and activities in a positive manner.
 - C Demonstrates professionalism in appearance and behavior.
 - D Prioritizes and organizes tasks to ensure timely and accurate completion.
 - E Accesses and utilizes resources appropriately: written materials; Internet; technical support.
 - F Understands and communicates the technical aspects and terminology of Microsoft Office Suite.
 - G Demonstrates the ability to work independently to complete tasks.
 - H Functions as a team member, working cooperatively/collaboratively to complete projects.
 - I Demonstrates an understanding of the basic function of related business and industry and can discuss the application of skills mastered relative to those functions.
 - J Respects diversity.
- Job Acquisition Skills/Lifelong Learning Opportunities**
- 1**
- A Completes an appropriate resume and job application.
 - B Models job interview techniques
 - C Attains awareness of advanced career and educational opportunities and the need for continuous education.