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| Learner stage | What I should know, understand, be able to explain or do |
| Exceptional Mastery (E) | Open, prepare a document, as a main document for a mail merge. Insert data fields in a mail merge main document (letter, address labels). Merge a mailing list with a letter, label document as a new file or printed output.  |
| Advancing mastery (A) | Use a simple search command for a specific word, phrase. Use a simple replace command for a specific word, phrase. Create a table ready for data insertion.  |
| Secure mastery (S) | Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters. Create, merge paragraph(s).Select character, word, line, sentence, paragraph, entire body text. Apply text formatting. |
| Developing mastery (D) | Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number. Set basic options/preferences in the application: user name, default folder to open, save documents. Use magnification/zoom tools. Insert symbols or special characters like: ©, ®, ™. Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text. Copy, move text within a document, between open documents.  |
| Emerging mastery (F) | Open, close a word processing application. Open, close documentsCreate a new document based on default template, other available template like: memo, fax, agenda. Save a document to a location on a drive. Save a document under another name to a location on a drive. Enter text into a document. Delete text. Use the undo, redo command.  |