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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 documents  Create 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. |