

Exercise 4: Identifying Word Processing Resources

Step 1

To learn more about word processing skills, check the *Help Guide* as you complete the exercises, activities, and action plan. The Word Processing section consists of 12 skill groups:

- **Word Processing Group 1:** Getting to Know Word Processing Software (**Note:** This group name will change depending on the *Help Guide* version being used.)
- **Word Processing Group 2:** Typing and Changing Words
- **Word Processing Group 3:** Changing the Look of Your Words
- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good
- **Word Processing Group 5:** Adding Pictures to Your Pages
- **Word Processing Group 6:** Designing Your Pages
- **Word Processing Group 7:** Working with Tables
- **Word Processing Group 8:** Working with Charts and Graphs
- **Word Processing Group 9:** Working with Diagrams
- **Word Processing Group 10:** Using Preset and Advanced Features
- **Word Processing Group 11:** Reviewing Documents
- **Word Processing Group 12:** Creating Web Pages

Step 2

What is one word processing skill that you would like to learn how to do? In which skill group might you begin looking to learn how to do that skill?