

# Winter Cookbook

## Content Standards/Competencies

### Information Systems

<b>Producing Word Processing Documents</b>	
• <a href="#"><u>031</u></a>	Differentiate among a variety of word processing programs.
• <a href="#"><u>032</u></a>	Compose a variety of documents (e.g., letters, memoranda, reports, newsletters, tables, and brochures).
• <a href="#"><u>033</u></a>	Use word processing programs to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, newsletters).
• <a href="#"><u>034</u></a>	Proofread and edit documents.
• <a href="#"><u>035</u></a>	Enhance layout of documents by using formatting features.
• <a href="#"><u>036</u></a>	Import graphics, using a variety of tools (e.g., from file, scanner, digital camera) and sources.
• <a href="#"><u>037</u></a>	Analyze and use writing tools (e.g., speller, thesaurus, grammar check, comparison tools).
• <a href="#"><u>038</u></a>	Utilize intermediate word processing operations (e.g., merge, macros, template wizards).
• <a href="#"><u>039</u></a>	Integrate databases, graphics, and spreadsheets into a word-processed document.