

<i>High-Performance Writing—Advanced Writer’s Guide</i>	Proofreading Lessons					Word Processing Lessons				
	1	2	3	4	5	1	2	3	4	5
<b>Skills</b>										
Analyzes and proofreads an edited passage	✓	✓	✓	✓	✓					
Understands the steps of the writing process (prewriting, drafting, editing, proofreading, publishing)	✓	✓	✓	✓						
Identifies common and proper nouns	✓									
Understands the types of myths and their purposes	✓	✓	✓	✓	✓					
Proofreads for paragraph indents	✓	✓	✓	✓	✓					
Proofreads for beginning capitals and end marks in sentences	✓	✓	✓	✓	✓					
Proofreads for appropriate capitals and lowercase within sentences	✓	✓	✓	✓	✓					
Proofreads for commas, apostrophes, and quotation marks	✓	✓	✓	✓	✓					
Proofreads for language use	✓	✓	✓	✓	✓					
Proofreads for spelling	✓	✓	✓	✓	✓					
Identifies and uses proofreading marks	✓	✓	✓	✓	✓					
Identifies declarative, interrogative, and imperative sentences		✓								
Writes proofread text correctly		✓	✓	✓	✓					
Participates in peer proofreading				✓	✓					
Uses a proofreading checklist				✓	✓					
Identifies the parts of a computer and understands their purpose						✓	✓	✓	✓	
Identifies the parts of a keyboard and understands their purpose						✓	✓	✓	✓	
Opens a word-processing program						✓	✓	✓	✓	✓
Locates and follows instructions in a word-processing handbook						✓	✓	✓	✓	✓
Identifies words and symbols on a computer screen and understands their meaning						✓	✓	✓	✓	✓
Creates a new document						✓				
Uses word-processing shortcut keys						✓	✓	✓	✓	✓
Inserts text in a document						✓		✓	✓	
Saves a document						✓	✓	✓	✓	✓
Opens an existing file							✓	✓	✓	✓
Changes font style in a document							✓			
Changes font size in a document							✓			
Uses bold in a document							✓			
Uses underlining in a document							✓			
Saves a document as a different version							✓	✓	✓	✓
Edits a document								✓		
Deletes text from a document								✓	✓	
Moves text in a document								✓		
Proofreads a document									✓	
Uses the <b>Tab</b> key to indent									✓	
Uses the <b>Shift</b> key to capitalize									✓	
Uses the spelling checker									✓	
Publishes a document										✓
Previews a print version of a document										✓
Double-spaces and single-spaces a document										✓
Centers text in a document										✓
Prints a document										✓