



OKLAHOMA
CareerTech

Badge Details

Name	0151 – Word Processing
Description	As students create a variety of documents, increased efficiency, productivity, quality, and creativity will be evident through their use of basic and advanced software features. Instruction will coincide with their software training.
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>The exam is composed of 39 questions.</p> <ol style="list-style-type: none">1. Prepare Documents 25%2. Texts and Paragraphs 28%3. Tables and Lists 21%4. Citations 13%5. Quick Parts, Textboxes, Shapes, SmartArt, Images 13%6. Document Review (Optional)7. Advanced Formatting (Optional)