

معاونت پژوهش، برنامه‌ریزی و سنجش مهارت

دفتر پژوهش، طرح و برنامه‌ریزی درسی

# استاندارد آموزش شایستگی Microsoft Word ۲۰۱۶

## گروه شغل

## فناوری اطلاعات

کد ملی آموزش شایستگی

۳	۵	۱	۱	۳	۰	۵	۳	۱	۰	۴	۰	۰	۱	۱
ISCO-۰۸				سطح مهارت	شناسه گروه			شناسه شغل			شناسه شایستگی		نسخه	

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Ministry of cooperatives  
Labour and Social Welfare



Iran Technical and Vocational  
Training Organization

Deputy of training  
Plan and curriculums office

## Competency Training standard

### Title

**Microsoft Word2016**

### Occupational group

**INFORMATION TECHNOLOGY (IT)**

International code

2519-53-101-1

**Date of Standard Compilation: 2016/03/05**

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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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8						

## **Definitions:**

### **Job standard:**

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

### **Training standard:**

The Training Map for achieving the Job’s subset Competencies.

### **Job title:**

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

### **Job description:**

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

### **Course duration:**

The minimum of time which is required to achieve the training objects.

### **Admission requirements:**

The minimum of competencies and abilities which are obligatory for a potential admission.

### **Evaluation:**

The process of collecting evidence and judgment about whether a competency is achieved or not.  
Include: written examination, practical examination

### **Required Qualifications for Trainers:**

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

### **Competency:**

The ability of efficient performing a duty in a variety of workplaces conditions

### **Knowledge:**

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

### **Skill:**

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

### **Attitude:**

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

### **Safety:**

The cases which doing or not doing something can cause harm or accident

### **Environmental Consideration:**

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

**Competency Title:**

Microsoft Word 2016

**Competency Description:**

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running Mac OS (1985), AT&T Unix PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989) and SCO Unix (1994). Commercial versions of Word are licensed as a standalone product or as a component of Microsoft Office, Windows RT or the discontinued Microsoft Works suite. Microsoft Word Viewer and Office Online are Freeware editions of Word with limited features

**Admission Requirements:**

minimum degree of education: Post first year of high school  
minimum physical and mental ability:-  
Prerequisite skills: icdl 2

**Course duration:**

*Course duration:* 50 hours  
-Theoretical :20 Hours  
-Practical :30 Hours  
-Apprenticeship:... Hours  
-Project:... Hours

**Evaluation :(%)****IRANTVTO Evaluation :(%)**

Written Examination:25%  
Practical Examination:65%  
Ethics:10%

**Required Qualifications for Trainers:**

Computer engineer with 3 years experience

## Competency Training Standard

### Competencies

	Title
1	<b>Creating a Microsoft Word Document</b>
2	<b>The Ribbon</b>
3	<b>The Backstage View (The File Menu)</b>
4	<b>The Quick Access Toolbar</b>
5	<b>Formatting Microsoft Word Documents</b>
6	<b>Editing Documents</b>
7	<b>Advanced Formatting</b>
8	<b>Working with Tables</b>
9	<b>Working with Images</b>
10	<b>Page Layout</b>
11	<b>Working with Illustrations</b>
12	<b>Viewing Your Documents</b>
13	<b>Finalizing Microsoft Word Documents</b>

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Training standard

Contents analysis form

<b>Title:</b> <b>Creating a Microsoft Word Document</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> <li>Starting Microsoft Word</li> <li>Creating a Document</li> <li>Saving a Document</li> <li>Backward Compatibility Importing a File</li> <li>The Status Bar</li> <li>Closing a Document</li> </ul>	Determined by the instructor			From Microsoft
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				



Training standard  
Contents analysis form

<b>Title:</b>  <b>The Ribbon</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• The Ribbon</li> <li>• Tabs Groups</li> <li>• Commands</li> <li>• Inserting Symbols Using Commands</li> </ul>	Determined by the instructor			From .....
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

Training standard

Contents analysis form

Title: <b>The Backstage View (The File Menu)</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From .....
<ul style="list-style-type: none"> <li>• Introduction to the Backstage View Opening a Document</li> <li>• Configuring Documents to Print</li> <li>• Print Document Sections</li> <li>• Set Print Scaling</li> <li>• Adding Your Name to Microsoft Word</li> <li>• Adding Values to Document Properties</li> <li>• Working with Autosaved Versions of Documents</li> </ul>				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety:  Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

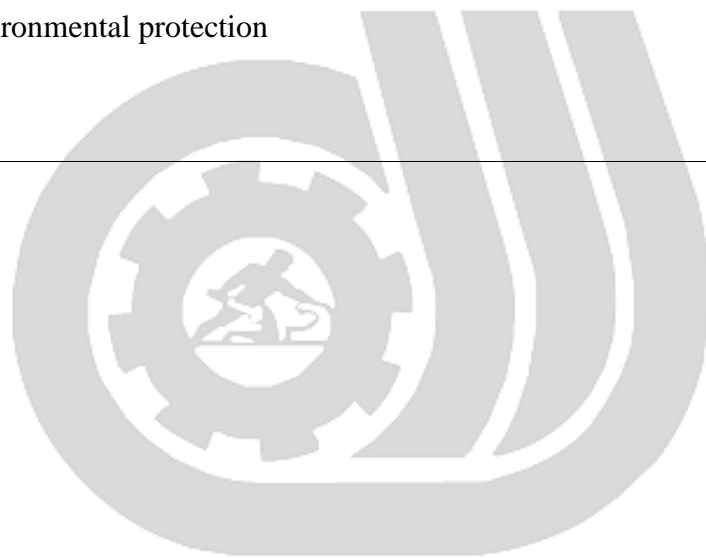
Training standard  
Contents analysis form

<b>Title:</b>  <b>The Quick Access Toolbar</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Adding Common Commands</li> <li>• Adding Additional Commands with the Customize Dialog Box</li> <li>• Adding Ribbon Commands or Groups</li> <li>• Placement</li> </ul>	Determined by the instructor			From .....
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

Training standard  
Contents analysis form

Title: <b>Formatting Microsoft Word Documents</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From microsoft
<ul style="list-style-type: none"> <li>• Selecting Text</li> <li>• Selecting Fonts</li> <li>• Clear Existing Formatting</li> <li>• Set Indentation</li> <li>• Change Text to WordArt</li> <li>• Working with Lists</li> <li>• Creating Custom Bullets</li> <li>• Modifying List Indentation</li> <li>• Modifying Line Spacing in a List</li> <li>• Increasing and Decreasing List Levels</li> <li>• Modifying List Numbering</li> <li>• Inserting a Hyperlink in a Document</li> <li>• Using Styles</li> <li>• About Styles</li> <li>• Applying Paragraph Styles</li> <li>• Applying Character Styles Changing Document Style Sets</li> <li>• Creating Quick Styles</li> <li>• Using Themes</li> </ul>				

<ul style="list-style-type: none"> <li>Using the Ruler</li> </ul>			
<p>Attitude: Speed and accuracy in doing the right thing</p>			
<p>Health &amp; Safety: Compliance with safety protection in the workplace</p>			
<p>Environmental Consideration: Compliance with environmental protection</p>			



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Training standard  
Contents analysis form

<b>Title:</b> <b>Editing Documents</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From .....
• Find				
• Find and Replace				
• Using a Wildcard to Find and Replace				
• Find and Replace Tips				
• Inserting Text Using AutoCorrect				
• Appending Text to a Document				
• Using the Clipboard				
• The Clipboard Group				
• Copying and Pasting Text				
• The Office Clipboard Task Pane				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

\*Required quantity for each 16 Trainees

From: Microsoft

Training standard  
Contents analysis form

Title: <b>Advanced Formatting</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> <li>• Shading and Borders</li> <li>• Setting Line and Paragraph Spacing</li> <li>• Changing Styles</li> <li>• Benefits of Styles</li> <li>• Setting a New Style Set as Default</li> <li>• Resolving Multi-Document Style Conflicts</li> <li>• Customizing Settings for Existing Styles</li> <li>• Creating Character-Specific Styles</li> <li>• Assigning Keyboard Shortcuts to Styles</li> <li>• Copy Styles from Template to Template Using the Styles Organizer</li> <li>• Paragraph Marks and Other Formatting Symbols</li> </ul>	Determined by the instructor			From .....
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> <b>Working with Tables</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Inserting a Table</li> <li>• Converting Tables to Text</li> <li>• Adding a Table Title</li> <li>• Modifying Table Fonts</li> <li>• Sorting Table Data</li> <li>• Setting Cell Margins</li> <li>• Modifying Table Dimensions</li> <li>• Merging Cells</li> <li>• Applying Formulas to a Table</li> <li>• Table Styles</li> <li>• Formatting a Table</li> </ul>	Determined by the instructor			From .....
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				



Training standard  
Contents analysis form

Title: <b>Working with Images</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From .....
• Inserting Images				
• Adding Quick Styles to Images				
• Placing and Sizing Images				
• Wrapping Text around an Image				
• Adjusting Images				
• Borders and Effects				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b>  <b>Page Layout</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
<b>Knowledge ,skill ,attitude ,safety, Environmental Consideration</b>				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Orientation and Paper Size</li> <li>• Working with Columns</li> <li>• Advanced Formatting</li> <li>• Set Character Space Options</li> <li>• Set Advanced Character Attributes</li> <li>• Add Linked Text Boxes</li> <li>• Working with Fields</li> <li>• Add Custom Fields</li> <li>• Modify Field Properties</li> <li>• Create Custom Field Formats</li> <li>• Add Field Controls</li> <li>• Link to External Data</li> <li>• Page and Section Breaks</li> <li>• Preventing Orphans</li> <li>• Adding Page and Section Breaks</li> </ul>	Determined by the instructor			From .....
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				

Training standard

Contents analysis form

<b>Title:</b> <b>Working with Illustrations</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> <li>• Adding and Editing Charts</li> <li>• Working with Clip Art</li> <li>• Using Shapes</li> <li>• Positioning Shapes</li> <li>• Wrapping Text Around Shapes</li> <li>• Working with SmartArt</li> <li>• Inserting SmartArt</li> <li>• Modifying SmartArt</li> <li>• Positioning SmartArt</li> <li>• Creating Captions</li> <li>• Changing Caption Formats</li> <li>• Using Cross-References</li> <li>• Using Building Blocks</li> <li>• Inserting Text Boxes</li> <li>• Moving Building Blocks between Documents</li> <li>• Editing Building Block Properties</li> </ul>	Determined by the instructor			From .....
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> <b>Viewing Your Documents</b>	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> <li>• Document Views</li> <li>• Using the Navigation Pane</li> <li>• Use Show/Hide</li> <li>• Multiple Windows</li> </ul>	Determined by the instructor			From .....
Attitude: Speed and accuracy in doing the right thing				
Health & Safety:  Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> <b>Finalizing Microsoft Word Documents</b>	<b>time</b>			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"> <li>• Adding Page Numbers</li> <li>• Exercise: Adding Page Numbers</li> <li>• Headers and Footers</li> <li>• Checking Spelling and Grammar</li> </ul>	Determined by the instructor			From .....
<b>Attitude:</b> Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b> Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b> Compliance with environmental protection				