

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. Create and save text-based documents.
2. Access and modify an existing document.
3. Add informational text to a document, use Word's text tools to refine a document, and preview/print a document.
4. Use Word features and functions to create, edit, and print columns, tables, envelopes and labels.
5. Create, modify and import data into charts.
6. Use macros to create templates.
7. Merge a form letter with your Personal Address Book.
8. Sort lists, paragraphs and tables.
9. Insert annotations and route documents.
10. Create watermarks.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. **Introduction to Word**
 - A. Start Word.
 - B. Cut, copy and move text.
 - C. Add bullets and numbering.
 - D. Use the Overtyping mode.
 - E. Use the Undo and Repeat command.
 - F. Create and modify an outline.
 - G. Create a fax.
 - H. Create, edit and apply styles.
 - I. Use a template.
 - J. Locate and open an existing file.
 - K. Save a document with the same name or different name.
 - L. Create a subdirectory.
 - M. Set tabs with leaders.
 - N. Use indentation options.
 - O. Use TABS command.
 - P. Save as HTML.
 - Q. Create a hyperlink.
 - R. Browse through files.
- II. **Editing a Document**
 - A. Apply font styles.
 - B. Select and change fonts and font size both automatically and manually.
 - C. Use all underline options.
 - D. Use effects (subscript, superscript, strikethrough, small caps and outline).
 - E. Use hyphenation.
 - F. Align text.
 - G. Set margins.
 - H. Insert page breaks.
 - I. Use hard returns.
 - J. Set line spacing options.
 - K. Insert date and time.

- L. Prepare envelopes and labels.
- M. Find and replace text.
- N. Navigate through a document.
- O. Set auto correct exceptions.
- P. Create and apply frequently used text.

III. Additional Editing Techniques

- A. Create and modify page numbers.
- B. Create and modify headers and footers.
- C. Create sections with formatting that differs from other sections.
- D. Use the Spelling, Thesaurus and Grammar commands.
- E. Create and modify lines and objects.
- F. Create and modify 3D shapes.
- G. Use print preview.
- H. Print a document.
- I. Print envelopes and labels.

IV. Columns and Tables

- A. Key and edit text in columns.
- B. Revise column structure.
- C. Delete and move columns.
- D. Create and format tables.
- E. Add borders and shading to tables.
- F. Revise tables.
- G. Modify table structure.
- H. Rotate text in a table.

V. Managing Files and Advanced Page Appearance

- A. Protect documents.
- B. Add comments using document summary information.
- C. Create subdirectories.
- D. Print color documents.
- E. Add graphics.
- F. Position and delete graphics.
- G. Insert fields.
- H. Create special characters.
- I. Record and run macros.
- J. Edit macros.
- K. Use macros to create templates.

VI. Group Editing and Distributing Documents

- A. Track changes to a document.
- B. Insert comments.
- C. Route documents.
- D. Highlight text in a document.
- E. Create multiple versions of a document.
- F. Simultaneous editing.
- G. Merge documents.
- H. Create master documents.
- I. Create and modify a form.

- J. Create catalogs and lists.
- K. Create a variable file.
- L. Create a form file.
- M. Create a merged document.
- N. Merge form and variable data.
- O. Sort lists, paragraphs and tables.
- P. Sort records to be merged.

VII. Elements of a Publication

- A. Create cross references.
- B. Use nonbreaking spaces.
- C. Use text flow options.
- D. Work with newspaper columns.
- E. Balance column length.
- F. Keep text in columns together.
- G. Import worksheets in a table to update.
- H. Modify worksheets in a table.
- I. Perform calculations in a worksheet.
- J. Create worksheets in a table.
- K. Create and modify a table of contents.
- L. Create and modify an index.
- M. Create a cross reference.
- N. Use bookmarks.

VIII. Enhancing Documents

- A. Create and modify charts.
- B. Import data into charts.
- C. Create and modify page borders with and without shading.
- D. Apply paragraph and table borders with and without shading.
- E. Create Watermarks.
- F. Format first page differently than subsequent pages.
- G. Alternate headers and footers.
- H. Create and revise footnotes and endnotes.

REQUIRED READING:

Shelly, Gary, and Thomas Cashman, and Misty Vermaat. Word for Windows. Danvers: ITP Publishing Company, 1996.

SUGGESTED READING: None

REQUIRED WRITING:

Problem solving exercises and skills demonstrated in computer generated homework assignments, a minimum of one page per homework assignment.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading text assignments. In addition to lab time, there is significant editing and debugging work involved in completing lab assignments.

INSTRUCTIONAL METHODOLOGY: Check all that apply:

- Lecture
- Laboratory
- Lecture-laboratory combination
- Directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380. Yes No

If yes, check all that apply:

- Telecourse
- Mediated instruction
- Computer assisted instruction

GRADING POLICY AND STANDARDS:

Assignments 20%
Quizzes 20%
Midterm 30%
Final Exam 30%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

YES NO Number of times course may be taken for credit 2.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (C) (2) (A)

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SIGNATURES ON FILE
