

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<b><u>COURSE NUMBER:</u></b>	OTEC 155
<b><u>COURSE TITLE:</u></b>	WORD PROCESSING (MICROSOFT WORD)
<b><u>SEMESTER CREDIT HOUR:</u></b>	3
<b><u>DEPARTMENT:</u></b>	Business Administrative Technology
<b><u>DIVISION:</u></b>	Career Technical Education
<b><u>PREREQUISITE:</u></b>	OTEC 102 College Keyboarding
<b><u>REVISION DATE:</u></b>	10/2016

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

ISBN	9781305507852
Edition	2014
Book Title	<u>Microsoft Office Word 2013 Comprehensive</u>
Author	Zimmerman Zimmerman Shaffer
Publisher	Course Technology

### **COURSE DESCRIPTION:**

Word Processing Concepts & Applications is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn basic, intermediate, and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Use word processing software to create professional quality documents
--

Create documents

- Identify the components of the Word window.
- Create, save preview, and print a new document.
- Locate and open an existing document.
- Use the Word Help system to get Help.

- Navigate through a document.

Edit documents:

- Select text.
- Delete and type over text.
- Undo and redo recent actions.
- Cut, copy and paste text.
- Use drag and drop to move or copy text.

Format documents and text:

- Adjust indents and line spacing.
- Set margins and tabs.
- Sort text.
- Create bulleted, numbered, and outline numbered lists.
- Change and customize lists.
- Switch, copy, and paste between documents.
- Insert page breaks.
- Work with multipage documents.
- Insert headers and footers.
- Create footnotes and endnotes.
- Create sections with formatting that differs from other sections.
- Apply styles.
- Create and modify an outline.
- Create and use templates and wizards.
- Insert, format, and revise tables.
- Create and print envelopes and labels.
- Use mail merge.
- Save a document as a Web page and apply a theme.
- Understand integration basics.
- Insert a hyperlink in a document.

Use proofing tools:

- Use Auto format, AutoComplete and AutoText.
- Use spell checking and automatic grammar checking and Thesaurus.
- Insert the date and time and hyphens.
- Find specific text and replace it with other text.

**2. Use desktop publishing features:**

- Format text into columns.
- Draw, select, resize, cut, copy, paste, layer, group flip and rotate objects.
- Wrap text around graphics.
- Insert and scale WordArt and clip art.
- Use 3-D effects.
- Insert text boxes.
- Add borders and shading.

### 3. Use advanced word processing features to create and edit documents.

#### Create Styles and Outlines

- Create and modify styles
- Create and modify an outline
- Use sorting and calculating tools:
- Sort both one and two column list.
- Sort paragraphs.
- Sort a table.
- Create and update calculations in tables.

#### Customize tables and charts:

- Center and AutoFit a table.
- Adjust, insert, delete, and move rows and columns.
- Convert text to a table.
- Add custom table borders and shading.
- Link and embed an Excel worksheet in a Word document.
- Import Excel worksheet data into a chart.

#### Use mail merge, envelopes, labels, and related skills:

- Create, edit and format a mail merge main document.
- Create, edit and format a mail merge data source.
- Sort records in a data source.
- Merge files to create personalized form letters.
- Create, format and print mailing labels.
- Create a catalogs and lists from a data source.

#### Format columns and section breaks:

- Create a banner.
- Create a combination of multicolumn formats.
- Balance column length.
- Change and copy section formats.
- Keep text in columns together.
- Format nonbreaking spaces and nonbreaking hyphens.
- Find and replace special characters, formats and nonprinting characters.

#### Format graphics:

- Add, size, delete, and position a graphic.
- Wrap text around a graphic.
- Create a watermark.
- Create a pull quote.
- Repeat text box contents on multiple pages.
- Create drop caps.

- Use AutoShapes to create objects.
- Format paragraph and section shading.
- Round trip documents from Word to HYML format.

Create, edit, and manage long documents:

- Move or copy text between documents.
- Format text flow options.
- Create and edit styles and use the document Organizer.
- Use the Document Map.
- Create a hyperlink.
- Create and revise footnotes and endnotes.

Edit in workgroups:

- Set file location for workgroup templates.
- Add comments to the file properties of a document.
- Route documents.
- Create multiple versions of a document.
- Track changes in a document.
- Combine revisions.
- Protect a document.

Create forms:

- Create and format and fill in a printed form document.
- Insert symbols.
- Create and modify an online form template using form controls.
- Insert online form fields for text boxes, check boxes, and drop-down list.
- Format responses in text forms fields.
- Add help text for an online form.
- Protect an online form.

Create and use Macros:

- Create and attach a personal template to a document.
- Customize toolbars.
- Create, run and edit a macro.
- Copy, rename, and delete a macro.
- Use a macro to create a template.

Create indexes and tables of contents:

- Identify index entries.
- Indicate a range of pages for an index entry.
- Create an index entry for a cross-reference.
- Compile and update an index.
- Create and compile a table of contents using both heading styles and fields.
- Format a first page differently from subsequent pages.
- Update a table of contents.