

I. COURSE DESCRIPTION:

A. Department Information:

Division: Business & Information Technology
Department: Computer Information Technology
Course ID: CIT 021
Course Title: Word Processing: Advanced Microsoft Word
Units: 3
Lecture: 3
Laboratory: None
Prerequisite: CIT 020

B. Catalog Description:

The production of professional quality documents using Microsoft Word's advanced features with bookmarks, annotations, macros, borders, frames, WordArt, Equation. Editor, newspaper columns, styles, form templates, tables of contents, indexes, table of figures, table of authorities, charts, and hyperlinks, and preparation for Microsoft Certification exams. (Formerly OIS 174A)

C. Schedule Description:

The production of professional quality documents using Microsoft Word's advanced features – Prepares for Microsoft Certificate by enhancing and manipulating documents with special features. (Formerly OIS 174A)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. manipulate the length of lines with hyphenation
- B. insert bookmarks and annotation into Word documents
- C. create and use macros
- D. enhance the appearance of text with borders, frames, and pictures
- E. draw shapes, create and edit text boxes, and create callouts with the Draw program
- F. create and edit text in WordArt
- G. compose scientific equations using the Equation Editor
- H. browse the World Wide Web and create a Web home page and hyperlinks
- I. create and format tables
- J. perform mathematical calculations in tables
- K. format text into newspaper or side-by-side columns
- L. create styles and apply formatting commands to text using styles
- M. sort and select text in paragraphs, tables, and data source files
- N. create and edit a fill-in form template
- O. create a table of contents, index, table of figures, and table of authorities

IV. COURSE CONTENT

A. Enhancing the Visual Display of Documents

- 1. Enhancing and manipulating documents with special features
- 2. Adding borders and inserting clip art: using Microsoft Draw; using WordArt and Equation Editor
- 3. Exploring the Internet
 - a. Browse the World Wide Web
 - b. Create a Web home page and hyperlinks

B. Enhancing the Presentation of Text

- 1. Creating and formatting tables
- 2. Creating charts
- 3. Formatting text into columns

4. Formatting with styles
- C. Organizing Text in Documents
 1. Sorting and selecting
 2. Creating outlines
 3. Creating fill-in forms
 4. Creating tables and indexes

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstration
- C. Directed discussion and discovery
- D. Data-show computer display
- E. One-on-one instruction
- F. Simulation exercises

VI. TYPICAL ASSIGNMENT:

- A. Create a concordance file with the text as shown, for the manual created. Name, Save and Print both the concordance file attached to the manual created.
- B. Open a custom report and create a table of contents using styles to mark entries. Create the table of contents as shown. Ensure that you follow instructions carefully.

VII. EVALUATION(S):

- A. Methods of Evaluation
 1. Subjective evaluation of student writing. Students are evaluated on their ability to apply course concepts to what they read or experience.
 - a. Typical concept question:
How would you decide if a chart would be a useful addition to your document?
When would you use a chart instead of a simple table? Explain your answer.
 2. Objective Quizzes
 - a. Typical objective question:
If headings are collapsed, selecting and moving the heading to a different location means all of the body text associated with the heading moves with it automatically. T F
 3. Practice Exercises (Oral and Written)
 - a. Typical practice exercise:
Create a form with the Request Form template. Insert the information given.
 4. Final Exam
- B. Frequency of Evaluation
 1. Minimum five theory quizzes and five hands-on production.
 2. Weekly chapter practice exercises.
 3. One final theory exam and final project.

VIII. TYPICAL TEXT(S):

Rutkosky, Nita and Arford, Joanne M. and Burnside, Judy D. Advanced Microsoft Word, St. Paul, MN: EMCParadigm, 2002.

Rutkosky, Nita. Microsoft Word 2002, St. Paul, MN: EMCParadigm, 2002.

Borland, Russell. Microsoft Word 2002 Step by Step, Advanced Topics, Boston, MA: Microsoft Press, 2002.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: One zip disk.