



BROWARD COMMUNITY COLLEGE

COURSE OUTLINE

LAST REVIEW: 2010-2011 NEXT REVIEW: 2015-2016 STATUS: A

COURSE TITLE: Advanced Word

COMMON COURSE NUMBER: OST 2764

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture:

Lab: **48**

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION: This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the formatting of characters, paragraphs and documents, managing text flow, graphics, advanced table features, reference tools, mail merge and macros, and customizing Word. The skills developed by students completing this course will help prepare them for the Microsoft Certified Application Specialist (MCAS) exam.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Introduction to the Software Basics
2. Creating and Editing Documents
3. Formatting Techniques
4. Special Layout Techniques
5. Working with Graphics
6. Mailings
7. Referencing
8. Special Features

ASSESSMENT:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

1. Quizzes, Test, and/or Final Exam (cumulative/comprehensive);
2. Selected faculty may assess homework, projects, class participation/attendance, and/or extra credit projects.



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UNITS

Unit 1

General Outcome:

- 1.0 The student shall demonstrate proficiency in launching the program; create, save, print, and close a document; moving the insertion point and correcting text; and using text enhancement features.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Launch the program.
- 1.2 Change Word views.
- 1.3 Save, print, and retrieve a document.
- 1.4 Insert and delete text.
- 1.5 Change a document's appearance.
- 1.6 Set document properties and keywords.
- 1.7 Use the Office Button.
- 1.8 Use the Microsoft Office Help Button
- 1.9 Modify the Quick Access Toolbar.



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Unit 2

General Outcome:

- 2.0 The student shall: use text entry features, editing features, and writing tools, to create documents.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 control pagination.
- 2.2 Create bullets and numbering.
- 2.3 Insert new page, page break, superscripts, and subscripts.
- 2.4 find and replace text in a document.
- 2.5 Check spelling, grammar, word usage.
- 2.6 Create columns.
- 2.7 Use the document map to maneuver within a document.



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Unit 3

General Outcome:

- 3.0 The student shall: change character formatting; page and paragraph formatting; document formatting; and use miscellaneous formatting tools to enhance documents**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Change margins, justification.**
- 3.2 Set and clear tabs using the dialog box and the ruler.**
- 3.3 Create headers, footers, and watermarks.**
- 3.4 Change fonts and font sizes.**
- 3.5 Create and modify styles.**
- 3.6 Apply special character attributes.**
- 3.7 Use format painter.**
- 3.8 Set indents and change alignment**
- 3.9 Set line spacing and spacing around a paragraph**
- 3.10 Create a numbered and a bulleted list**
- 3.11 Format a paragraph using borders and shading.**
- 3.12 Format a document using borders and shading.**
- 3.13 Add page numbers to a document.**
- 3.14 Insert a header or footer using built-in styles and Quick parts.**
- 3.15 Edit content in a header or footer.**



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Unit 4

General Outcome:

- 4.0 The student shall: demonstrate proficiency using tables, outlines, text columns, and templates, to produce documents.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Create a table using the dialog box with formulas.**
- 4.2 Use the automatic outline feature to create an outline.**
- 4.3 Create newspaper-style and parallel columns.**
- 4.4 Resize and/or move a row or column.**
- 4.5 Merge and split table cells.**
- 4.6 Change the position or direction of text in a cell.**
- 4.7 Locate a template installed on the computer or download a template from Microsoft Office Online.**
- 4.8 Create a document from a template.**
- 4.9 Add a cover sheet to a document.**
- 4.10 Create a new template and modify an existing template.**



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Unit 5

General Outcome:

- 5.0 The student shall: demonstrate the use of graphics in creating documents and show how to make text graphically interesting.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Create text and graphic boxes.
- 5.2 Select, move, and size boxes and graphics.
- 5.3 Create graphic effects.
- 5.4 Use Text Art, drop caps, rotate text, and line numbering.
- 5.5 Use redline and strikeout.
- 5.6 Print documents with graphics.
- 5.7 Use SmartArt Graphics
- 5.8 Apply Quick Style to a picture
- 5.9 Arrange text around a picture.
- 5.10 Adjust a pictures brightness, contrast, and color.
- 5.11 Link multiple text boxes together.



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Unit 6

General Outcome:

- 6.0 The student shall: use merge and sort features to produce documents.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Create a form document.
- 6.2 Create a data document.
- 6.3 Identify and use specific merge codes.
- 6.4 Merge form and data documents.
- 6.5 Perform a select and sort with line, paragraph, merge, and table types.
- 6.6 Use merge to create labels, name badges, etc
- 6.7 Use merge to create envelopes.



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Unit 7

General Outcome:

- 7.0 The student shall: use table of contents, index, table of authorities, captions, citations, sources, hypertext, and master documents to enhance documents.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Add a caption to a figure, table, or equation.
- 7.2 Edit and delete captions.
- 7.3 Create a table of contents, index, and table of authorities.
- 7.4 Add hypertext links to a document.
- 7.5 Create a master document that links to subdocuments.
- 7.6 Insert a table of figures.
- 7.7 Update and delete a table of figures.
- 7.8 Insert a citation.
- 7.9 Create a source.
- 7.10 Apply a style to a citation.
- 7.11 Modify or remove a citation or source.
- 7.12 Insert, update, and delete a bibliography.



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Unit 8

General Outcome:

- 8.0 The student shall: be able to secure and share documents with other users and use Advanced Word Options to customize and protect their software.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Set permissions for a document.
- 8.2 Protect a document.
- 8.3 Insert, view, edit, and delete comments.
- 8.4 Customize track change options.
- 8.5 Use the reviewing pane.
- 8.6 Use the document inspector.
- 8.7 Compare, merge, and combine different versions of a document.
- 8.8 Change display options.
- 8.9 Configure proofing options.
- 8.10 View and manage add-ins.
- 8.11 Protecting your computer through Word options.