COURSE OUTLINE

Computer Applications & Business Office Technologies 266
Microsoft Office Specialist (MOS):
Microsoft Word II

I. **Catalog Statement**

Computer Applications & Business Office Technologies 266 provides students with advanced features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Word. Some of the topics for this course consist of: creating a professional newsletter in multiple columns with a table; using imported graphics; creating an online form with combo boxes and check boxes; working with tables of contents and indexes; and generating form letters, mailing labels and envelopes with mail merge.

Units – 3.0 (8 weeks)
Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 265 or equivalent.

II. **Course Entry Expectations**

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

Before enrolling in the course, the student should be able to:
1. work with text;
2. work with paragraphs;
3. work with documents;
4. manage files;
5. assess his/her readiness to take the core certification test.

III. **Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:
1. work with paragraphs;
2. work with documents;
3. use tables;
4. work with pictures and charts;
5. use mail merge;
6. use advanced features;
7. collaborate with workgroups;

      8. assess his/her readiness to take the expert certification test.

IV.   <u>**Course Content**</u>   **Total Contact Hours = 48**

   A. Working with paragraphs   4 hours
      1. Applying paragraph and section shading
      2. Using text flow options (Windows/Orphans options and keeping lines together)
      3. Sorting lists, paragraphs, tables

   B. Working with documents   10 hours
      1. Creating and modifying page borders
      2. Formatting first page differently than subsequent pages
      3. Using bookmarks
      4. Creating and editing styles
      5. Creating watermarks
      6. Using find and replace with formats, special characters and non-printing elements
      7. Balancing column length (using column breaks appropriately)
      8. Creating or revising footnotes and endnotes
      9. Working with master documents and subdocuments
     10. Creating and modifying a table of contents
     11. Creating cross-reference
     12. Creating and modifying an index

   C. Using tables   8 hours
      1. Embedding worksheets in a table
      2. Performing calculations in a table
      3. Linking Excel data as a table
      4. Modifying worksheets in a table

   D. Working with pictures and charts   8 hours
      1. Adding bitmapped graphics
      2. Deleting and positioning graphics
      3. Creating and modifying charts
      4. Importing data into charts

   E. Using mail merge   8 hours
      1. Creating main document
      2. Creating data source
      3. Sorting records to be merged
      4. Merging main document and data source
      5. Generating labels
      6. Merging a document using alternate data sources

   F. Using advanced features   4 hours
      1. Inserting a field
      2. Creating and modifying form

     3. Creating and modifying a form control (e.g., add an item to a drop-down list)
     4. Using advanced text alignment features with graphics
     5. Customizing toolbars

G. Collaborating with workgroups   6 hours
     1. Inserting comments
     2. Protecting documents
     3. Creating multiple versions of a document
     4. Tracking changes to a document
     5. Setting default file location for workgroup templates
     6. Round Tripping documents from HTML

V.   **Methods of Presentation**

The following instructional methodologies may be used in the course:
1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

VI.   **Assignments and Methods of Evaluation**

1. In-class case problems that incorporate critical thinking and problem solving with computer skills proficiency.
2. Lab assignments used to reinforce case problems.
3. Online tutorials/trainings
4. Final examination

VII.   **Textbook**

Shelly, G., Vermaat, M. Microsoft Word 2010 Comprehensive. Current Edition
Boston, MA: Cengage Learning, 2012.
11th Grade Textbook Reading Level.   ISBN: 1-43907900-5

VIII.   **Student Learning Outcome**

Upon successful completion, the student will be able to:

1. use mail merge to generate form letters, mailing labels, and envelopes;
2. design online forms and create document templates;
3. use document collaboration and integration tools;
4. create a reference document;

5. use Word desktop publishing features to create publications;
6. independently create, save, modify and print a document using a word processing program and appropriate assistive technology;
7. embed and link Word documents with objects created in other programs.