

OFF 294: MICROSOFT WORD

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2023
Credits:	3
Total Contact Hours:	72
Lecture Hours :	54
Lab Hours:	18
Hours Arranged:	0
Outside of Class Hours:	108
Total Student Learning Hours:	180
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

Word processing concepts with topics to include: creating and editing text and printing office documents such as letters from templates, research papers, resume, mail merge, and newsletters. Creating mailing labels, using styles and creating multi-level lists and charts. Using mark-up tools, building reusable documents, advance table features, creating mass mailings, creating standardized forms, working with long documents, embedding, linking objects using Macros, and integrating Word with PowerPoint. This course will also include proofreading and editing skills. 54 lecture hours, 18 lab hours.

Course Objectives

- communicate with Windows using the mouse and keyboard
- acquire and evaluate information to compose letters and memos
- choose efficient processing techniques to compose and format informative reports
- reorganize document content by researching how to solve problems by generating alternative solutions
- use the basic word processing equipment: CPU, Disk Drives, Printer, Keyboard, Mouse, and Microsoft Word for Windows program
- create research papers, resumes, newsletters, mailing labels, mass mailing, web pages, in a word processor.
- use styles, lists, advance table features, Macros in a word processor.
- Embed, link Excel, PowerPoint in Microsoft Word.
- Integrate Word and PowerPoint

Major Course Content

- I. Creating Documents in Microsoft Word
 - a. inserting text, formatting, using text effects
 - b. inserting, resizing, pictures and shapes
 - c. adding file name, inserting footer, printing a document
 - d. setting margins, aligning text, changing line spacing
 - e. creating bullets and number lists
 - f. setting tab stops, and inserting Smart Art graphics
- II. Using Tables and Templates
 - a. creating, editing, formatting tables
 - b. creating a bulleted list in tables
 - c. changing width, merging cells, and formatting table borders
 - d. creating a document from an existing document

- e. using find and replace
 - f. move text, record auto correct entries
 - g. spell checking, Thesaurus
 - h. opening template, replacing placeholders, removing template controls
 - i. saving document as Web page
- III. Creating Research Papers, Newsletters, Merged Labels
 - a. formatting page numbers in research paper
 - b. inserting footnote, citations, page breaks
 - c. modify styles, creating reference pages
 - d. creating two columns, formatting multiple columns
 - e. inserting column breaks, Clip Art, Screenshots
 - f. using special characters and paragraph formatting
 - g. using mail merge wizard
 - IV. Using Styles and Creating Multi-level Lists and Charts
 - a. applying Quick Styles, modifying Quick Styles
 - b. changing Themes, creating new styles
 - c. clearing formats
 - d. changing style set and paragraph formatting
 - e. inserting charts, changing and formatting charts
 - f. creating a multi-level list, modify and applying style to lists
 - g. changing chart elements and styles
 - h. repositioning charts
 - V. Creating Web Pages
 - a. saving documents as web page
 - b. applying background colors, inserting drop cap, and sorting paragraphs
 - c. inserting hyperlinks
 - d. testing web page
 - e. creating Blogs
 - f. using research task pane, pasting to clipboard, translating text
 - g. using Find/Replace, wild cards and saving in RTF format
 - VI. Building Reusable Content and Use of Markup Tools
 - a. creating Building Blocks
 - b. customizing themes
 - c. inserting comments
 - d. managing track changes, using reviewing pane, turning on track changes
 - e. accepting and rejecting track changes
 - f. view side by side documents
 - g. combining documents.
 - VII. Advanced Tables
 - a. creating table style
 - b. merging and splitting cells, positioning text within a cell
 - c. sorting tables by categories
 - d. using formulas in tables, updating fields
 - e. adding captions and wrapping text to tables
 - f. draw free-form tables
 - g. inserting graphics, distributing rows and columns
 - h. changing cell margins and spacing
 - i. inserting Excel spreadsheet
 - VIII. Mass Mailings
 - a. using Excel as data source
 - b. inserting merge fields, filtering records
 - c. creating envelopes
 - d. editing and sorting source data
 - e. matching fields in data source
 - f. applying rules to merge
 - g. creating data source, main document
 - h. merge to directory, inserting watermark
 - IX. Standardized Forms
 - a. saving as template and displaying developer tab
 - b. inserting text content control, date picker control, drop down list control, and combo box control

- c. setting control properties and protecting a document
 - d. filling a form
 - e. creating custom tab, adding commands.
 - f. cropping, rotating, aligning pictures
 - g. add signature line
 - h. inspecting, restricting editing, stacking, and grouping objects
- X. Long Documents
- a. creating a Master Document
 - b. inserting a file in a sub-document
 - c. editing a master and sub-document
 - d. using select browser, navigation, creating bookmarks, and cross references.
 - e. marking index entries, inserting index, updating index
 - f. creating heading levels, table of contents
 - g. creating table of figures
- XI. Embedding, Linking Objects, and Using Macros
- a. paste special to embed Excel chart, Access table
 - b. embed PowerPoint
 - c. link Excel file and to another Word document
 - d. saving a Macro-enabled document
 - e. changing Macro security settings
 - f. recording keyboard-activated Macro, Button-activated Macro
 - g. creating an automatic run Macro
 - h. running a Macro, editing in Visual Basic Editor
 - i. writing a procedure in Visual Basic, restoring default settings
- XII. Integrating Word with PowerPoint
- a. creating an outline in Outline view
 - b. collapsing and expanding outline levels
 - c. using Word outline to create PowerPoint Presentation
 - d. publishing a PowerPoint Presentation in Word
 - e. changing paper size, character spacing, inserting non-breaking hyphens and space
 - f. viewing grid lines and linking text boxes
 - g. modifying text effects, apply artistic effects in pictures
 - h. using picture as a bullet

Instruction Type(s)

Lab, Lecture, Online Education Lab, Online Education Lecture

Lab Content

Homework, quizzes, documents to be created in Word using MYITLAB as an assessment program.

Suggested Reading Other Than Required Textbook

Review Practice Quizzes and Tests on Blackboard.

Examples of Required Writing Assignments

Design a report form that includes appropriate text and content controls for the required information for accidents that may happen in a major corporation.

Examples of Outside Assignments

Laurales Herbs and Spices provides an option for employees to be paid for vacation days instead of taking time off. If an employee selects compensation, the vacation days are forfeited. Approval of the employee's immediate supervisor is required. Create a form with the appropriate text and content controls for employee information. Using several objects, group them to create a company letterhead. Include a signature line for the employee and the immediate supervisor.