

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**ADVANCED WORD PROCESSING APPLICATIONS  
(Microsoft Word Advanced)**

(9 hours)

**POFT 2037**

**COURSE SYLLABUS**

**Course Description:** Instruction in multiple document editing, footnotes, endnotes, table of contents and index generation, user defined macros procedures, mathematics capability and file import and export from other programs. Emphasis on special problems encountered in business and industry. Prerequisites: Word Intermediate or equivalent experience.

**Objectives:** Every student will be able to:

- Create and edit forms
- Link and embed objects
- Create table of contents, bookmarks, index, footnotes, endnotes, captions
- Password protect documents
- Create a master document
- Record macros and assign them to buttons
- Save documents for the web
- Insert hyperlinks
- Use themes

**Rationale:** MS Word is one of the most popular word processing programs used in the business community. This course will help students to use this word processing application to create and manage professional sophisticated documents.

**Required Material:** None

**Type of Course:** Short Course

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**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- I. FIELD CODES & FILL-IN FORMS
  - 1. Inserting a field code
  - 2. Updating fields
  - 3. Editing and deleting fields
  - 4. Locking or unlocking fields
  - 5. Displaying the field codes rather than the effect of a field
  - 6. Converting fields to text
  
  - 7. FORMS
  - 8. What are fill-in forms?
  - 9. Creating and editing a form
  - 10. Editing and formatting fill-in form fields
  - 11. Deleting fields within a fill-in form
  - 12. Protecting a fill-in form
  
- II. LINKING AND EMBEDDING
  - 1. Linking and embedding objects
  - 2. Embedding an Excel chart
  - 3. Formatting an embedded worksheet within a document
  - 4. Editing an embedded object
  - 5. Linking an Excel chart to a Microsoft Word document
  - 6. Using the 'Insert Chart' command

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**III. REFERENCES OPTIONS**

1. Creating a Table of Contents
2. Updating and modifying an existing Table of Contents
3. Adding a bookmark
4. Deleting a bookmark
5. Going to a bookmark
6. Cross-references
7. Creating or editing an index
8. Creating Footnotes
9. Formatting Footnotes
10. Deleting Footnotes
11. Creating Endnotes
12. Formatting Endnotes
13. Deleting Endnotes
14. Adding or updating a caption to an image, table or worksheet

**IV. COLLABORATIVE EDITING AND SECURITY**

1. To password protect documents
2. Inserting, editing and deleting comments
3. Checking documents for sensitive 'hidden' information
4. Tracking changes within a document

**V. MASTER DOCUMENTS**

1. Creating a Master Document
2. Inserting a table of contents into a master document
3. Editing subdocuments
4. Removing subdocuments

**VI. CONDITIONAL MAIL MERGING**

**VII. MACROS**

1. What are macros?
2. Recording a macro
3. Assigning a macro to a customized button

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**VIII. WEB PAGES AND HYPERLINKS**

1. Microsoft Word and the Internet
2. Save a document as a Web page
3. Previewing a Web formatted page within a Web Browser
4. Saving a Web page from the Internet
5. Saving documents from a Web page
6. Creating Internet Hyperlinks
7. Editing Internet Hyperlinks
8. Removing a hyperlink

**IX. THEMES**

1. Using Themes