

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**WORD PROCESSING APPLICATIONS III  
(Word Advanced)**

(12 hours)

**POFT 2037**

**COURSE SYLLABUS**

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

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

- Define and adjust structures for tables
- Create tables and templates
- Write macros and assign them to buttons
- Perform object linking and embedding (OLE)
- Create and edit forms
- Create table of contents, bookmarks, index, footnotes, endnotes, captions
- Password protect documents
- Create a master document
- 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:**

1. TABLES

- 1.1. Table Styles
- 1.2. Merging Cells Within A Table
- 1.3. Splitting Cells Within A Table
- 1.4. Modifying Cell Alignment
- 1.5. Modifying Cell Margins
- 1.6. Modifying Text Direction Within Cells
- 1.7. Repeating The Table Heading Row For Multi-Page Tables
- 1.8. Controlling Row Breaking Across Pages
- 1.9. Performing A Single Column Sort
- 1.10. Multilevel Sorting
- 1.11. Converting Delimited Text To A Table
- 1.12. Converting A Table To Text

2. FOOTNOTES AND ENDNOTES

- 2.1. Inserting Footnotes
- 2.2. Editing And Formatting Footnotes
- 2.3. Inserting Endnotes
- 2.4. Editing And Formatting Endnotes
- 2.5. Converting Footnotes To Endnotes
- 2.6. Converting Endnotes To Footnotes

3. BOOKMARKS AND CROSS-REFERENCES

- 3.1. Adding A Bookmark
- 3.2. Creating A Cross-Reference To A Bookmark
- 3.3. Creating A Cross-Reference To A Numbered Item
- 3.4. Inserting A Cross-Reference To A Heading

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- 3.5. Inserting A Cross-Reference To A Figure
- 3.6. Inserting A Cross-Reference To A Table
- 3.7. Adding A Cross-Reference To An Index Entry
- 3.8. Deleting Cross-References
- 3.9. Deleting A Bookmark
- 4. MASTER DOCUMENTS
  - 4.1. What Are Master Documents?
  - 4.2. Creating A New Master Document By Creating Sub-Documents From Headings
  - 4.3. Inserting Sub-Documents Into A Master Document
  - 4.4. Unlinking Or Removing A Sub-Documents From A Master Document
  - 4.5. Using Text Outline Options
- 5. TRACKING AND COMMENTS
  - 5.1. Tracking Changes
  - 5.2. Accepting Or Rejecting Changes
  - 5.3. Inserting Comments
  - 5.4. Displaying And Editing Comments
  - 5.5. Deleting Comments
  - 5.6. Showing Or Hiding Comments
- 6. COMPARING AND COMBINING DOCUMENTS
  - 6.1. Comparing Documents
  - 6.2. Combining Revisions From Multiple Authors
- 7. TABLES OF CONTENTS & INDEXES
  - 7.1. Creating A Table Of Contents
  - 7.2. Updating A Table Of Contents
  - 7.3. Creating And Updating A Table Of Figures
  - 7.4. Marking An Index Entry
  - 7.5. Marking An Index Sub-Entry
  - 7.6. Compiling And Updating An Index
- 8. LINKING & EMBEDDING
  - 8.1. What Is Object Linking?
  - 8.2. Linking Data From A Document As An Icon
  - 8.3. Updating A Linked Document

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- 8.4. Breaking The Link To A Document
- 8.5. Linking And Displaying The Linked Object As An Icon
- 8.6. Linking And Displaying The Actual Linked Data
- 8.7. Updating Or Breaking An Application Link
- 8.8. What Is Object Embedding?
- 8.9. Embedding Data Into A Document As An Object
- 8.10. Editing Embedded Data
- 8.11. Deleting Embedded Data
- 9. **HYPERLINKS**
  - 9.1. Inserting Hyperlinks
  - 9.2. Editing A Hyperlink
  - 9.3. Removing A Hyperlink
- 10. **MACROS**
  - 10.1. Macro To Change Page Set-Up
  - 10.2. Macro To Insert A Table With A Repeating Heading Row
  - 10.3. Macro To Insert Fields Into A Header Or Footer
  - 10.4. Assigning A Macro To A Button On A Toolbar
- 11. **FIELDS**
  - 11.1. Inserting Fields Into A Word Document
  - 11.2. Inserting Fill-In Fields
  - 11.3. Deleting Fields
  - 11.4. Changing The Number Formatting Used By A Field
  - 11.5. Updating, Locking And Unlocking Fields
  - 11.6. Using The Sum Formula Within A Table
- 12. **FORMS**
  - 12.1. Creating And Protecting Form Text Fields
  - 12.2. Creating And Protecting Form Check Boxes
  - 12.3. Inserting And Protecting Form Drop-Down Menus
  - 12.4. Modifying Form Fields And Displaying Help
  - 12.5. Protecting A Form
  - 12.6. Password Protecting A Form

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**13. TEMPLATES**

- 13.1. What Are Word Templates?
- 13.2. Creating And Using A Word Template
- 13.3. Modifying A Word Template

**14. MAIL MERGING**

- 14.1. Editing And Sorting A Mail Merge Recipient List
- 14.2. Sorting And Editing A Mail Merge Recipient List (Within The Mail Merge Process)
- 14.3. Ask Fields And Bookmarks
- 14.4. Inserting Ask Fields
- 14.5. Inserting If...Then...Else... Fields
- 14.6. Using Merge Criteria In A Mail Merge

**15. PASSWORDS & EDITING RESTRICTIONS**

- 15.1. Adding 'Opening' Password Document Protection
- 15.2. Removing 'Open' Password Document Protection
- 15.3. Adding 'No Modifications' Document Password Protection
- 15.4. Removing A 'No Modification' Document Password
- 15.5. Allowing Only Tracked Changes Or Comments
- 15.6. Marking A Document As A Final Version