

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

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

(8 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:

- Use and modify styles
- Create and use templates
- Use AutoFormat
- Work with long documents
- Use fields
- Generate table of contents
- Customize Word
- Use advanced Find and Replace
- Create, edit and use macros
- Create bookmarks, footnotes, endnotes
- Use advanced features

**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. Styles (½ hour)
  - A. Using available styles
  - B. Creating a new styles
  - C. Modifying styles
  - D. Applying heading styles
  
- II. Templates (1 hour)
  - A. Using existing templates
  - B. Creating templates
  - C. Editing and saving templates
  - D. Template wizard
  
- III. Formatting documents using AutoFormat (½ hour)
  - A. Running AutoFormat
  - B. Removing AutoFormat changes
  - C. Setting AutoFormat options
  
- IV. Creating and editing long documents (½ hour)
  - A. Insert and delete section breaks
  - B. Formatting sections
  - C. Constructing a master document

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- V. Using Word fields (1 hour)
  - A. Inserting date and time
  - B. Inserting file name, page number and other fields
  - C. Toggling between field codes and their effects
  - D. Updating fields
  - E. Tables of contents
  - F. Generating an index entry
  - G. Generating an index
  
- VI. Customizing Word (1 hour)
  - A. Displaying and hiding toolbars
  - B. Creating a new toolbar
  - C. Creating, modifying and deleting buttons on toolbars
  - D. Changing view, edit, print, save, file location, spelling and grammar options
  
- VII. Advanced Find and Replace (½ hour)
  - A. Special Find
  - B. Special Replace
  - C. Searching for particular style
  
- VIII. Macros (½ hour)
  - A. Recording a macro
  - B. Running a macro
  - C. Editing a macro

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- IX. Bookmarks, footnotes, endnotes (1 ½ hour)
- A. Inserting a bookmark
  - B. Going to bookmark
  - C. Deleting a bookmark
  - D. Creating a footnote
  - E. Editing a footnote
  - F. Deleting a footnote
  - G. Creating an endnote
  - H. Editing an endnote
  - I. Deleting an endnote
- X. Advance features (1 hour)
- A. Converting files
  - B. Equation editor
  - C. AutoSummarize
  - D. Outline
  - E. Tracking changes
  - F. Word count
  - G. Setting and removing passwords

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Use and modify styles
2. Create and use templates
3. Use AutoFormat
4. Work with long documents
5. Use fields
6. Customize Word
7. Use advanced Find and Replace
8. Create, edit and use macros
9. Create bookmarks, footnotes, endnotes
10. Generate table of contents
11. Use advanced features