

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTERMEDIATE WORD PROCESSING APPLICATIONS  
(Microsoft Word Intermediate)**

(9 hours)

**POFI 1042**

**COURSE SYLLABUS**

**Course Description:** A study of production techniques including search and replace functions, headers and footers, spelling checker, mail merge, file functions, and printer set-up. Enhance your word processing skills by expanding your knowledge of formatting techniques, table creation, file management, using Find, Replace, and Go To, AutoCorrect, AutoText, mail merge, envelopes, labels, text boxes, graphics and OLE. Prerequisites: Word Introduction or equivalent experience.

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

- Use advanced formatting features like bulleted and numbered lists
- Add borders and shading
- Set tabs
- Create, format and manipulate tables
- Manage files within MS Word
- Use AutoCorrect and AutoText
- Create merge document using mail merge
- Create envelopes and labels
- Insert text boxes, graphics and WordArt in documents
- Paste and link objects

**Rationale:** MS Word is one of the most popular word processing programs used in the business community. This course will enable students to enhance their word processing skills and create professionally looking 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.     Advanced formatting features (1 hour)
  - A. Applying default bullet formatting
  - B. Alternate bullet formatting
  - C. Customizing bullet formatting
  - D. Adding numbering to a list
  - E. alternate numbering
  - F. Customizing numbering
  - G. Outline numbering
  
- II.    Borders and shadings (1 hour)
  - A. Adding border to an object, word or paragraph
  - B. Adding shadings
  - C. Adding a page border
  
- III.   Page formatting (1 ½ hour)
  - A. Setting tabs
  - B. Creating columns from an existing text
  - C. Formatting columns
  - D. Creating tables
  - E. Drawing a table
  - F. Formatting a table
  - G. Inserting and deleting rows and columns
  - H. Merging and splitting cells

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- IV. File management (1 hour)
  - A. File properties
  - B. Viewing and changing user information
  - C. Opening and closing more files simultaneously
  - D. Copying, deleting, renaming files
  - E. Shortcuts to files
  - F. File saving options
  - G. Find, Replace, Go To
  
- V. AutoCorrect and AutoText (1 hour)
  - A. AutoCorrect
  - B. Creating and deleting AutoCorrect entries
  - C. AutoText
  - D. Creating and deleting AutoText entries
  
- VI. Mail merge (1 ½ hour)
  - A. Creating a data file
  - B. Creating a main file
  - C. Creating a form letter using mail merge
  - D. Merging to labels
  - E. Merging to envelopes
  - F. Creating envelopes
  - G. Creating labels
  
- VII. Graphics (1 hour)
  - A. Inserting text boxes in a document
  - B. Formatting text boxes
  - C. Inserting graphics in a document
  - D. Inserting ClipArt
  - E. Inserting Word Art
  - F. Drawing tools
  - G. Watermarks

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- VIII. Object linking and embedding (1 hour)
- A. Difference between linking and embedding
  - B. Paste Special
  - C. Embedding an object
  - D. Embedding a picture

**Student Assessment Checklist:**

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

1. Use advanced formatting features like bulleted and numbered lists
2. Add borders and shading
3. Set tabs
4. Create, format and manipulate tables
5. Manage files within MS Word
6. Use AutoCorrect and AutoText
7. Create merge document using mail merge
8. Create envelopes and labels
9. Insert text boxes, graphics and WordArt in documents
10. Paste and link objects