AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

WORD PROCESSING APPLICATIONS II
(Word Intermediate)

(12 hours)

POFI 1042

COURSE SYLLABUS

Course Description: Word processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup. 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:

- Customize Word
- Use text and paragraph editing features
- Use AutoCorrect and AutoText
- Use, modify, and create styles and templates
- Work with columns and sections
- Create, format and manipulate tables
- Insert, and edit graphics and text boxes
- Create merge documents using mail merge
- Create envelopes and labels

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:

1. COMPATIBILITY MODE
    1.1.   What Is Compatibility Mode?
    1.2.   Using The Convert Button

2. PARAGRAPH FORMATTING
    2.1.   Line Spacing Formatting Options
    2.2.   Using The Widow/Orphan Control
    2.3.   Using 'Keep Lines Together'
    2.4.   Using The 'Keep With Next' Option
    2.5.   Using 'Page Break Before'
    2.6.   Applying And Modifying Multilevel List Formatting

3. PICTURES
    3.1.   Compatibility Mode & Picture Editing
    3.2.   Screen Shot Of Complete Application Window
    3.3.   Clipping Screen Shots
    3.4.   Screen Shots Using The Keyboard
    3.5.   Picture Tools
    3.6.   Removing A Background
    3.7.   Picture Corrections
    3.8.   Picture Color
    3.9.   Picture Artistic Effects
    3.10.   Compressing Pictures
    3.11.   Resetting Pictures
    3.12.   Picture Styles
    3.13.   Picture Borders
    3.14.   Cropping A Picture

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4. SECTIONS
    4.1.   What Are Section Breaks?
    4.2.   Inserting 'Next Page' Section Breaks
    4.3.   Inserting 'Odd Page' Section Breaks
    4.4.   Changing The Section Break Type
    4.5.   Deleting Section Breaks
    4.6.   Changing Page Orientation Within Sections
    4.7.   Changing Page Vertical Alignment Within Sections
    4.8.   Changing Margins Within Sections

5. HEADERS & FOOTERS
    5.1.   Applying Different Headers And Footers To Sections
    5.2.   Applying Different Headers And Footers To The First Page
    5.3.   Applying Different Headers And Footers To Odd And Even Pages

6. WATERMARKS
    6.1.   Adding A Pre-Defined Watermark
    6.2.   Adding A Custom Text Watermark
    6.3.   Removing A Watermark
    6.4.   Modifying A Text Watermark
    6.5.   Adding A Picture Watermark

7. TABLES
    7.1.   Table Styles
    7.2.   Merging Cells Within A Table
    7.3.   Splitting Cells Within A Table
    7.4.   Modifying Cell Alignment
    7.5.   Modifying Cell Margins
    7.6.   Modifying Text Direction Within Cells
    7.7.   Repeating The Table Heading Row For Multi-Page Tables
    7.8.   Controlling Row Breaking Across Pages
    7.9.   Performing A Single Column Sort
    7.10.   Multilevel Sorting
    7.11.   Converting Delimited Text To A Table
    7.12.   Converting A Table To Text

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8. STYLES
    - 8.1. What Are Styles?
    - 8.2. Applying Styles
    - 8.3. Types Of Styles
    - 8.4. Creating A Paragraph Style
    - 8.5. Creating A Character Style.
    - 8.6. Modifying A Style
    - 8.7. Enabling Automatic Style Updating
    - 8.8. Deleting A Style

9. TEXT WRAPPING
    - 9.1. Applying 'In Line' Text Wrapping Formatting To A Picture
    - 9.2. Applying 'Square' Wrapping Formatting To A Picture
    - 9.3. Applying 'Tight' Wrapping Formatting To A Picture
    - 9.4. Applying 'Behind Text' Wrapping Formatting To A Picture
    - 9.5. Applying 'In Front Of Text' Wrapping Formatting To A Picture
    - 9.6. Applying Wrapping Formatting To An Autoshape
    - 9.7. Applying Wrapping Formatting To A Chart
    - 9.8. Applying Wrapping Formatting To A Photograph
    - 9.9. Applying Wrapping Formatting To A Diagram
    - 9.10. Text Wrapping Options Within Microsoft Word Tables

10. COLUMNS
    - 10.1. Applying Column Formatting To An Entire Document
    - 10.2. Applying Column Formatting To Just 'Selected Text'
    - 10.3. Changing Number Of Columns Within A Column Layout
    - 10.4. Changing Column Widths And Spacing
    - 10.5. Using Pre-Set Column Formatting
    - 10.6. Inserting And Removing Lines Between Columns
    - 10.7. Inserting Column Breaks
    - 10.8. Deleting Column Breaks

11. AUTOCORRECT
    - 11.1. Creating, Modifying And Deleting An Autocorrect Entry

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12. BUILDING BLOCKS (FORMERLY CALLED AUTOTEXT)
    12.1.   Creating And Inserting Building Block Items
    12.2.   Modifying A Building Block (Autotext) Item
    12.3.   Deleting A Building Block (Autotext) Item

13. ADVANCED FIND AND REPLACE
    13.1.   Clever Ways Of Using The 'Find And Replace' Facility
    13.2.   Advanced Find And Replace Options Using Font Formatting
    13.3.   Advanced Find And Replace Options Using Paragraph Formatting
    13.4.   Advanced Find And Replace Options Using Paragraph Marks
    13.5.   Advanced Find And Replace Options Using Page Breaks
    13.6.   'Paste Special' Options Using Formatted And Unformatted Text

14. CAPTIONS
    14.1.   Manually Adding A Caption To An Object
    14.2.   Adding And Removing Caption Labels
    14.3.   Changing The Caption Number Formatting

15. MAIL MERGE – PART 1
    15.1.   What Is Mail Merging?
    15.2.   Starting The Mail Merge Wizard
    15.3.   Mail Merge Wizard - Step 1 Of 6 'Select Document Type'
    15.4.   Mail Merge Wizard - Step 2 Of 6 'Select Starting Document'
    15.5.   Mail Merge Wizard - Step 3 Of 6 'Select Recipients'
    15.6.   Mail Merge Wizard - Step 4 Of 6 'Write Your Letter'
    15.7.   Mail Merge Wizard - Step 5 Of 6 Previewing Your Letters
    15.8.   Mail Merge Wizard - Step 6 Of 6 Printing Options
    15.9.   Creating A Mailing List To Be Used Within A Mail Merge
    15.10.   Merging A Mailing List To Produce Labels

16. MAIL MERGING – PART 2
    16.1.   Editing And Sorting A Mail Merge Recipient List
    16.2.   Sorting And Editing A Mail Merge Recipient List (Within The Mail
             Merge Process)
    16.3.   Ask Fields And Bookmarks
    16.4.   Inserting Ask Fields
    16.5.   Inserting If…Then…Else… Fields

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