

**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:

- 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 modify graphics and text boxes
- Create merge document 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:**

- I. CUSTOMIZING MICROSOFT WORD
  1. Microsoft Word templates
  2. Saving documents to a specific location
  3. Saving documents using different formats
  4. Using the Zoom
  5. Page views
  6. Thumbnail views
  7. Controlling the display of items within Microsoft Word
  8. Minimizing the Ribbon
  9. Screen display options
  10. Modifying Word options
  11. Hyphenation
  12. Setting automatic hyphenation
  13. Hyphenation options
  
- II. TEXT & PARAGRAPH EDITING
  1. Applying Subscript and Superscript text formatting
  2. Inserting special characters and symbols
  3. AutoCorrect options
  4. AutoFormat as you type
  5. Animated text effects
  6. Text wrapping options
  7. Text orientation formatting options
  8. WordArt
  9. Paragraph shading options
  10. Paragraph border options

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11. Reversing the color of a paragraph
12. Widow paragraphs and orphan paragraphs

**III. STYLES AND TEMPLATES**

1. Applying styles
2. Modifying styles
3. Creating styles
4. Using Outline View with header styles
5. Viewing a document in Outline View
6. Creating a document in Outline view
7. Creating a new template based on an existing document or template
8. Customizing Normal.dotm
9. Recreating a default Normal.dotm file

**IV. SECTIONS AND COLUMN FORMATTING**

1. Creating sections within a document
2. Viewing and deleting section breaks within a document
3. Creating multiple column layouts
4. Additional column formatting options, width and spacing
5. Applying and deleting column breaks

**V. TABLES**

1. Creating a table
2. Sorting data within a table
3. Formulas and tables
4. Merging and splitting cells within a table
5. Merging cells
6. Splitting cells

**VI. GRAPHICS**

1. Inserting Shapes
2. Reordering graphics
3. Placing a graphic in front or behind text
4. Modifying image colors and borders
5. Grouping or ungrouping shapes

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6. Inserting a watermark
7. Inserting a Text Box
8. Resizing, moving and deleting a Text Box
9. Inserting text or a graphic into a Text Box
10. Formatting Text Boxes with border and shading effects
11. Linking Text Boxes

**VII. MAIL MERGE**

1. Starting the Mail Merge Wizard
2. Mail Merge Wizard - Step 1 of 6 'Select document type'
3. Mail Merge Wizard - Step 2 of 6 'Select Starting document'
4. Mail Merge Wizard - Step 3 of 6 'Select recipients'
5. Mail Merge Wizard - Step 4 of 6 'Write your letter'
6. Mail Merge Wizard - Step 5 of 6 'Preview your letters'
7. Mail Merge Wizard - Step 6 of 6
8. Creating a mailing list to be used within a mail merge
9. Merging a mailing list to produce labels