

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**INTRODUCTION TO WORD PROCESSING APPLICATIONS
(Microsoft Word Introduction)**

(9 hours)

POFI 1024

COURSE SYLLABUS

Course Description: Instruction in terminology, computer operation, editing functions, formatting, and special text options. Create, edit and print documents such as letters or reports using this popular software program. The course covers spell checking, underlining, bolding and centering text, copying and pasting text, and printing documents. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

Objectives: Every student will be able to:

- Start and exit MS Word application
- Identify parts of the screen
- Use help
- Open and close a document
- Navigate in a document
- Create, edit, save and print a document
- Select a word, line, sentence, paragraph, part of text, all text
- Copy, cut and paste text
- Format text, paragraph, page
- Change margins, number pages, create headers and footers
- Create tables and columns
- Insert graphics
- Use the spell checker, grammar checker and Thesaurus
- Work with multiple documents

Rationale: MS Word is one of the most popular word processing programs used in the business community. This course will enable students to efficiently use this word processing application.

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. THE MICROSOFT WORD 2007 SCREEN

1. Starting Microsoft Word 2007
2. The Microsoft Word 2007 screen
3. The levels of command organization
4. The Office Button
5. Tabs
6. Switching between tabs using the mouse wheel 1
7. Groups1
8. Dialog box launcher

II. STARTING TO USE MICROSOFT WORD 2007

1. Using the default Microsoft Word document
2. Saving Microsoft Word documents
3. Opening and closing documents
4. Saving your file using a different file name
5. Creating a new document
6. Using Help within Microsoft Word
7. Alt key help
8. Closing Microsoft Word

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III. TEXT FORMATTING

1. Font type
2. Font size
3. Grow Font and Shrink Font icons
4. Font size keyboard shortcut
5. Bold, italic or underline
6. Subscript and superscript
7. Case changing
8. Highlighting
9. Font color
10. Copying text formatting
11. Removing formatting

IV. MANIPULATING TEXT

1. Selecting text
2. Inserting, deleting, undo and redo
3. Insert and overtype mode
4. Copying text within a document
5. Moving (cutting) text within a document
6. Using the Clipboard
7. The Office Clipboard
8. Removing items from the Office Clipboard

V. PARAGRAPH FORMATTING

1. Paragraph marks
2. Soft paragraph (line break) marks
3. Aligning text
4. Indenting paragraphs
5. Applying single or double line spacing within paragraphs
6. Applying spacing above or below paragraphs
7. Applying bullets to a list
8. Numbering a list
9. Adding a border
10. Modifying your borders
11. Adding shading

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12. Modifying your shading
13. Applying borders to selected text
14. Finding text
15. Replacing text
16. Tab stops
17. Setting and removing tabs
18. Applying styles to a word, line or a paragraph

VI. PAGE FORMATTING

1. Page orientation and paper size
2. Page margins
3. Page breaks
4. Headers and footers
5. Page numbering
6. Header and footer fields
7. Cover pages

VII. TABLES

1. Inserting a table
2. Navigating within a table
3. Selecting and editing text within a table
4. Selecting cells, rows, columns or the entire table
5. Inserting and deleting rows and columns
6. Modifying column width or row height
7. Modifying cell borders
8. Adding shading to cells
9. Modifying cell border width, color and style

VIII. GRAPHICS

1. Inserting Pictures
2. Inserting Clip Art
3. Inserting Shapes
4. Inserting SmartArt
5. Selecting, resizing and deleting graphics
6. Copying or moving graphics

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IX. MULTIPLE DOCUMENTS

1. Switching between open documents
2. Tiling or cascading documents on your screen
3. Comparing documents side by side
4. Copying or moving selected items between documents

X. PROOFING AND PRINTING

1. Spell checking a document
2. Adding words to the built-in custom dictionary
3. Removing a word from the spell checking dictionary
4. Printing options
5. Printing only odd or even pages
6. Printing part of a document
7. Printing more than one page of a document per printed sheet
8. Previewing and printing a document