

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**WORD PROCESSING APPLICATIONS I
(Word Introduction)**

(12 hours)

POFI 1024

COURSE SYLLABUS

Course Description: Introduction to word processing terminology, editing functions, formatting, and special text options. Learn to 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, format, 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
- Insert graphics
- Use the spell checker, grammar checker and Thesaurus
- Work with multiple documents
- Use mail merge

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:

1. THE MICROSOFT WORD 2010 SCREEN
2. STARTING MICROSOFT WORD 2010
 - 2.1. The Microsoft Word 2010 Screen
 - 2.2. The Levels Of Command Organization
 - 2.3. The File Tab
 - 2.4. Ribbon Tabs
 - 2.5. Minimizing The Ribbon
 - 2.6. Switching Between Tabs Using The Mouse Wheel
 - 2.7. Groups
 - 2.8. Dialog Box Launcher
3. STARTING TO USE MICROSOFT WORD 2010
 - 3.1. Using The Default Microsoft Word Document
 - 3.2. Saving Microsoft Word Documents
 - 3.3. Opening And Closing Documents
 - 3.4. Save As
 - 3.5. Creating A New Document
 - 3.6. Using Help Within Microsoft Word
 - 3.7. Alt Key Help
 - 3.8. Closing Microsoft Word
 - 3.9. Saving Documents Using Different Formats
 - 3.10. Creating Documents Using Different Templates
 - 3.11. Switching Between Word Views
 - 3.12. Navigating Through Documents

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4. MANIPULATING TEXT
 - 4.1. Select, Then Format
 - 4.2. Selecting Text
 - 4.3. Inserting, Deleting, Undo And Redo
 - 4.4. Insert And Overtyping Mode
 - 4.5. Copying Text Within A Document
 - 4.6. Moving (Cutting) Text Within A Document
5. THE CLIPBOARD
 - 5.1. Using The Clipboard
 - 5.2. The Office Clipboard
 - 5.3. Removing Items From The Office Clipboard
6. TEXT FORMATTING
 - 6.1. What Is Text Formatting?
 - 6.2. Font Type
 - 6.3. Font Size
 - 6.4. Grow Font And Shrink Font Icons
 - 6.5. Font Size Keyboard Shortcut
 - 6.6. Bold, Italic Or Underline
 - 6.7. Subscript And Superscript
 - 6.8. Case Changing
 - 6.9. Highlighting
 - 6.10. Font Color
 - 6.11. Copying Text Formatting
 - 6.12. Removing Formatting
 - 6.13. Using Zoom
 - 6.14. Inserting Special Characters And Symbols
7. PARAGRAPH FORMATTING
 - 7.1. Paragraph Marks
 - 7.2. Soft Paragraph (Line Break) Marks
 - 7.3. Recommended Techniques For Aligning And Indenting Text
 - 7.4. Aligning Text
 - 7.5. Indenting Paragraphs
 - 7.6. Applying Single Or Double Line Spacing Within Paragraphs
 - 7.7. Applying Spacing Above Or Below Paragraphs

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- 7.8. Using Paragraph Spacing Rather Than Using The Return Key
- 7.9. Applying Bullets To A List
- 7.10. Applying Numbering A List
- 7.11. Modifying Bullet And Numbering Formatting
- 7.12. Removing Bullet Or Numbering Formatting
- 8. **BORDERS AND SHADING**
 - 8.1. Using Borders And Shading
 - 8.2. Adding A Border
 - 8.3. Modifying Borders
 - 8.4. Adding Shading
 - 8.5. Modifying Your Shading
 - 8.6. Applying Borders To Selected Text
- 9. **FINDING AND REPLACING TEXT**
 - 9.1. Using Find And Replace
 - 9.2. Finding Text
 - 9.3. Replacing Text
- 10. **TABS**
 - 10.1. Tab Stops
 - 10.2. Setting And Removing Tabs
 - 10.3. Viewing Tab Marks Using The Show/Hide Icon
- 11. **STYLES**
 - 11.1. What Are Styles?
 - 11.2. Applying Styles
 - 11.3. Style Sets
- 12. **PAGE FORMATTING**
 - 12.1. What Is Page Formatting?
 - 12.2. Page Orientation And Paper Size
 - 12.3. Changing The Page Size
 - 12.4. Page Margins
 - 12.5. Inserting Page Breaks
 - 12.6. Deleting Page Breaks
 - 12.7. Use Page Breaks Rather Than Repeatedly Pressing The Return Key
 - 12.8. Headers And Footers

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- 12.9. Page Numbering
- 12.10. Header And Footer Fields
- 12.11. Editing Text Within A Header Or Footer
- 12.12. Cover Pages
- 12.13. Applying Automatic Hyphenation
- 13. TABLES
 - 13.1. Using Tables
 - 13.2. Inserting A Table
 - 13.3. Navigating Within A Table
 - 13.4. Selecting And Editing Text Within A Table
 - 13.5. Selecting Cells, Rows, Columns Or The Entire Table
 - 13.6. Inserting And Deleting Rows And Columns
 - 13.7. Modifying Column Width Or Row Height
 - 13.8. Modifying Cell Borders
 - 13.9. Adding Shading To Cells
 - 13.10. Modifying Cell Border Width, Color And Style
- 14. USING GRAPHICS WITHIN MICROSOFT WORD
 - 14.1. Types Of Graphics That You Can Insert Within Word 2010
 - 14.2. Inserting Pictures
 - 14.3. Inserting Clip Art
 - 14.4. Inserting Shapes
 - 14.5. Inserting Smartart
 - 14.6. Inserting A Chart
 - 14.7. Inserting A Screen Shot
 - 14.8. Selecting, Resizing And Deleting Graphics
 - 14.9. Copying Or Moving Graphics
- 15. MULTIPLE DOCUMENTS
 - 15.1. Multitasking With Word 2010
 - 15.2. Switching Between Open Documents
 - 15.3. Tiling Or Cascading Documents On Your Screen
 - 15.4. Comparing Documents Side By Side
 - 15.5. Copying Or Moving Selected Items Between Documents

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16. MAIL MERGE

- 16.1. What Is Mail Merging?
- 16.2. Starting The Mail Merge Wizard
- 16.3. Mail Merge Wizard - Step 1 Of 6 'Select Document Type'
- 16.4. Mail Merge Wizard - Step 2 Of 6 'Select Starting Document'
- 16.5. Mail Merge Wizard - Step 3 Of 6 'Select Recipients'
- 16.6. Mail Merge Wizard - Step 4 Of 6 'Write Your Letter'
- 16.7. Mail Merge Wizard - Step 5 Of 6 Previewing Your Letters
- 16.8. Mail Merge Wizard - Step 6 Of 6 Printing Options
- 16.9. Creating A Mailing List To Be Used Within A Mail Merge
- 16.10. Merging A Mailing List To Produce Labels

17. CUSTOMIZATION

- 17.1. Customizing MICROSOFT WORD
- 17.2. SETTING THE USER NAME
- 17.3. SETTING THE DEFAULT OPENING AND SAVING FOLDER

18. PROOFING AND PRINTING

- 18.1. The Importance Of Proofing
- 18.2. Spell Checking A Document
- 18.3. Adding Words To The Built-In Custom Dictionary
- 18.4. Removing A Word From The Spell Checking Dictionary
- 18.5. Printing Options
- 18.6. Selecting A Printer
- 18.7. Choosing What To Print
- 18.8. Setting The Number Of Copies To Print
- 18.9. Setting The Pages Per Sheet
- 18.10. Printing Only Odd Or Even Pages
- 18.11. Previewing And Printing A Document