

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

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

(8 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 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
- Format text, paragraph, page
- Change margins, number pages, create headers and footers
- Create tables and columns
- Use the spell checker, grammar checker and Thesaurus
- Copy, cut and paste text
- Exit MS Word application

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. Starting MS Word (½ hour)
 - A. Opening MS Word
 - B. Identifying parts of the screen
 - C. Identifying menus, toolbars, ruler, status bar
 - D. Minimizing, restoring, maximizing and closing buttons
 - E. Microsoft Office Assistant

- II. Opening and closing documents (1 hour)
 - A. Opening existing documents
 - B. Searching for documents
 - C. Starting a new document
 - D. Saving documents
 - E. Retrieving a document
 - F. Navigating in a document

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- III. Creating, editing, saving and printing documents (1 ½ hours)
 - A. Creating a new document
 - B. Editing an existing document
 - C. Previewing and printing a document
 - D. Print options
 - E. Selection techniques
 - 1. Selecting a word
 - 2. Selecting a line
 - 3. Selecting a sentence
 - 4. Selecting a paragraph
 - 5. Selecting all text
 - 6. Selecting parts of text
 - F. Deleting a word, line, paragraph, sentence, a block of text

- IV. Text, paragraph, page formatting (2 hours)
 - A. Bold, italic, underline text
 - B. Front type and size
 - C. Font color
 - D. Centering and indenting text
 - E. Line spacing
 - F. Changing margins
 - G. Numbering pages
 - H. Headers and footers
 - I. Changing the size and orientation of the page
 - J. Inserting page breaks

- V. Tables and columns (1 hour)
 - A. Creating a table
 - B. Modifying a table
 - C. Formatting a table
 - D. Creating columns
 - E. Formatting columns

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| VI. | Checking the document
A. Spell checker
B. Checking grammar
C. Using Thesaurus | (½ hour) |
| VII. | Clipboard
A. Cut command
B. Copy command
C. Paste command
D. Drag and drop | (1 hour) |
| VIII. | Exiting MS Word
A. Closing documents
B. Closing application
C. Saving changes | (½ hour) |

Student Assessment Checklist:

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

1. Start MS Word application
2. Identify parts of the screen
3. Use help
4. Open and close a document
5. Navigate in a document
6. Create, edit, save and print a document
7. Select a word, line, sentence, paragraph, part of text, all text
8. Format text, paragraph, page
9. Change margins, number pages, create headers and footers
10. Create tables and columns
11. Use the spell checker, grammar checker and Thesaurus
12. Copy, cut and paste text
13. Exit MS Word application