



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2018**

**OA 1065 ED-HI WORD CORE 1 – 3-0-1.5 67.5 HOURS 15 WEEKS**

**INSTRUCTOR:** Lacie Reilly

**PHONE:** 780-723-5206

**OFFICE:** Edson

**E-MAIL:** lreilly@gprc.ab.ca

**OFFICE HOURS:** By Appointment

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:**

1. Rutkowsky, Nita, Benchmark Series: Microsoft Word 2016 Level. - Text and eBook
2. Formatting Guide (in house)
3. Production Work Exercise Booklet (in house)

**CALENDAR DESCRIPTION:**

This course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; merging; and special format characters.

**DELIVERY MODE(S):**

Lecture, Lab (Active Learning)

## **COURSE OBJECTIVES:**

The course will teach students to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs.
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Accept responsibility for backup routines and preventive maintenance routines □ Maintains organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery with 30 seconds. □ Students will consistently code documents with the file name and path in the footer of each document (see formatting guide). □ Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner. □ Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

## **LEARNING OUTCOMES:**

### **Chapter 1: Preparing a Word Document**

Upon successful completion of Chapter 1, you will be able to:

- Open Microsoft Word
- Create, save, name, print, and close a Word document
- Create a new document
- Open a saved document
- Save a document with Save As
- Close Word
- Edit a document
- Moving the insertion point to a specific line or page
- Moving the insertion point with the keyboard
- Resuming reading or editing in a document
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

### **Chapter 2: Formatting Characters and Paragraphs**

Upon successful completion of Chapter 2, you will be able to:

- Applying font formatting
- Choosing a typestyle
- Choosing a font effect
- Applying formatting using keyboard shortcuts
- Formatting with the Mini Toolbar
- Applying font formatting using the front dialogue box
- Change fonts and font effects
- Apply styles from style sets
- Apply themes
- Customize style sets and themes
- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter

- Change line spacing in a document
- Apply numbering and bullet formatting to text
- Reveal formatting
- Compare formatting

### **Chapter 3 Customizing Paragraphs**

Upon successful completion of Chapter 3, you will be able to:

- Apply numbers and bullets
- Create numbered lists
- Create bulleted lists
- Insert paragraph borders and shading
- Sort paragraph text
- Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
- Delete, cut, copy, and paste text within a document
- Copy and paste text between documents

### **Chapter 4 Formatting Pages Proofing Documents**

Upon successful completion of Chapter 5, you will be able to:

- Change document view
- Display a document in draft view
- Display a document in read mode view
- Change the display percentage
- Change ribbon display options
- Navigate using the navigation pane
- Change page set-up
- Change margins
- Change page orientation
- Chapter paper size
- Change margins at the page setup dialogue box
- Insert and remove a page break
- Insert and remove a blank page
- Insert and remove a cover page
- Insert and remove page numbers
- Insert predesigned headers and footers
- Remove a header or footer □ Edit a predesigned header or footer
- Format the page background
- Insert a watermark
- Apply a page background color
- Insert a page border
- Change page border options
- Find and replace text and formatting
- Find and replace text
- Define search parameters
- Find and replace formatting

### **Chapter 5 Applying Formatting and Inserting Objects**

Upon successful completion of Chapter 5, you will be able to:

- Insert a section break
- Format text into columns
- Create columns with the columns dialogue box
- Remove column formatting
- Insert a column break
- Balance columns on a page
- Hyphenate words automatically and manually
- Create a drop cap
- Insert symbols and special characters
- Use the click and type feature
- Align text vertically
- Insert and format images

- Insert an image
- Customize and format an image
- Size an image
- Move an image
- Insert an on-line image
- Insert a text box
- Insert a predesigned text box
- Format a text box
- Draw and format a text box
- Draw shapes
- Copy shapes
- Draw and format a text box
- Create and modifying WordArt
- Create and insert a Screenshot

## **Chapter 6 Maintaining Documents and Print envelopes and Labels**

Upon successful completion of Chapter 6, you will be able to:

- Maintain Documents
- Use print screen
- Create a folder
- Rename a folder
- Select documents
- Delete documents
- Copy and move documents
- Rename documents
- Delete a folder
- Open multiple documents
- Change dialogue box view
- Save in a different format
- Work with Windows
- Arrange windows
- Maximize, restore, and Minimize documents
- Split a window
- View documents side by side
- Open a new window
- Insert a file
- Preview and print
- Preview pages
- Print specific text and pages
- Create and print envelopes
- Create and print labels
- Create mailing labels with different names and addresses
- Change label options
- Create mailing labels with the same name and address
- Create mailing labels with an image
- Create a document using a template

## **Chapter 7 Creating Tables and SmartArt**

Upon successful completion of Chapter 7, you will be able to:

- Create a table
- Enter text in a cell
- Move the insertion point within a table
- Use the insert table dialog box
- Change a table design
- Select cells in a table with a Mouse or Keyboard
- Change the table layout
- Select with the select button
- View gridlines
- Insert and delete rows and columns
- Merge and split cells and tables
- Customize cell size
- Change cell alignment
- Repeat a header row
- Change cell margin measurements
- Change cell direction
- Change table alignment and dimensions
- Change table size with the resize handle
- Move a table
- Convert text to a table and a table to text
- Draw a table
- Insert quick table
- Perform calculations in a table

- Insert an Excel spreadsheet
- Create SmartArt
- Insert and format a SmartArt graphic
- Arrange and move a SmartArt graphic
- Create an organizational chart with SmartArt

## Chapter 8 Merging Documents

Upon successful completion of Chapter 8, you will be able to:

- Create and merge a main document and a data source file
- Merge files to create envelopes, labels, and directories
- Edit main documents and data source files
- Insert additional fields
- Merge a main document with other data sources □ Use the Mail Merge wizard to merge documents

## Business Document Formatting

Upon successful completion of the course, you will be able to format from rough draft and under a timed deadline, business documents including:

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Email
- Tables
- Reports

## Course Policy:

- Assignments are due on the dates set by the instructor. Late assignments will not be accepted unless prior arrangements with instructor.
- Assignments are to be emailed as attachments, submitted through Moodle or printed and to instructor by 3:00 on the deadline date.
- Examinations will be completed in class and during the final exam week. There will be no make ups for missed exams.
- Examination work can be submitted electronically or by hard copy.
- All course assignments must be submitted to attempt tests and final exam.
- Marks will be maintained by the instructor and updated in Moodle.

## TRANSFERABILITY:

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

## GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## EVALUATIONS:

ASSIGNMENT	WEIGHTING
Word Assignments	25%
Production Assignments	20%
Tests	25%
FINAL EXAM	30%
	100%

## STUDENT RESPONSIBILITIES:

Refer to [https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf) \*\*Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

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**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week</b>	<b>Topics</b>
Week 1	Course outline and schedule Welcome to Word
Week 2	Chapter 1
Week 3	Chapter 2 Production Exercises
Week 4	Chapter 3
Week 5	Letters and Memos
Week 6	Chapter 4
Week 7	Reports
Week 8	Chapter 5
Week 9	Chapter 6
Week 10	Labels and Envelops
Week 11	Chapter 7
Week 12	Tables
Week 13	Chapter 8
Week 14	Merging Documents
Week 15	Proofreading and final assignments