



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION  
COURSE OUTLINE – WINTER 2018**

**OA1075 WORD EXPERT 3 (3– 0 – 1.5) 67.5 Hours 15 Weeks**

**Instructor** Sharron Barr  
A313B or C203

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897 – 6676 (cell – text)  
532-9236 (home)



*Call me anytime!*

**Office** Do drop in or set up an  
appointment at your  
convenience.  
C203 or A313A

**E-mail** sbarr@gprc.ab.ca

**Contact** TBA  
**Hours** E-mail me anytime!

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

**CALENDAR DESCRIPTION:**

This course covers expert level concepts and techniques of Microsoft Word through lectures, demonstrations, and hands on practical applications. Emphasis will be placed on the production of professional business documents such as long documents, fill-in forms, merged documents including multi-page merged letters, and desktop publishing documents. Students will be expected to produce these professional business documents in a timed environment. Students will master the software concepts required to gain the Microsoft Certification – Word.

**PREREQUISITE(S)/COREQUISITE:** OA1065 Word Core

**TEXT AND MATERIALS:**

Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level II AND  
Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level III

Office Administration Formatting Guide (in-house)

Office Administration Production Work Exercise Guide (in-house)

**CREDIT/CONTACT HOURS:** 3 Credits 67.5 hours

**DELIVERY MODE(S):** 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:**

**MICROSOFT WORD 2016 LEVEL II**

**UNIT 1 FORMATTING AND CUSTOMIZING DOCUMENTS**

**Chapter 1 Customizing Paragraphs and Pages**

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

- Apply custom numbering and bulleting formatting to text
- Define and Insert custom bullets
- Define and insert multilevel list numbering
- Insert, format, and customize images and text boxes
- Group and ungroup objects
- Link and unlink text boxes
- Insert heading and footers in documents
- Format, edit, and remove headers and footers
- Insert and print sections
- Control widow/orphans and keep text together on a page

## Chapter 2 Proofing Documents and Creating Charts

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

- Complete a spelling check and grammar check on the text in a document
- Display readability statistics
- Create a custom dictionary and change the default dictionary
- Display synonyms and antonyms for specific words using the thesaurus
- Display document word, paragraphs, and character counts
- Insert line numbers
- Use the Smart Lookup feature
- Use the translation feature to translate work from English to other languages
- Insert and format charts

## Chapter 3 Automating and Customizing Formatting

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

- Specify AutoCorrect exceptions
- Add and delete AutoCorrect Text
- Use the AutoCorrect Options button
- Customize AutoFormatting
- Insert and sort building blocks
- Create, edit, modify, and delete custom building blocks
- Insert document property placeholders from Quick Parts
- Insert and update fields from Quick Parts
- Customize the Quick Access Toolbar
- Customize the ribbon
- Export Quick Access Toolbar and ribbon customizations

## Chapter 4 Customizing Themes, Creating Macros, and Navigating in a Document

Upon successful completion of Chapter 4, you will be able to:

- Create custom theme colors, theme fonts, and theme effects
- Save a custom theme
- Apply, edit, and delete custom themes
- Reset the template theme
- Apply styles and modify existing styles
- Record, run, and delete macros
- Assign a macro to a keyboard command
- Navigate in a document using the Navigation pane, bookmarks, hyperlinks, and cross-references
- Insert hyperlinks to a location in the same document, a different document, a file in another program, and an email address

## **MICROSOFT WORD 2016 LEVEL II**

### **UNIT 2 EDITING FORMATTING DOCUMENTS**

#### Chapter 5 Inserting Special Features and References

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

- Sort text in paragraphs, columns, and tables
- Sort records in a data source file
- Select specific records in a data source file
- Find specific records in a data source file
- Create and use specialized templates
- Insert footnotes and endnotes
- Insert and edit sources and citations
- Insert, modify, and format source lists

#### Chapter 6 Creating Specialized Tables and Indexes

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

- Create, insert, and update a table of contents
- Create, insert, and update a table of figures
- Create and customize captions
- Create, insert, and update and index

#### Chapter 7 Working with Shared Documents

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

- Insert, edit, show, reply to, print, and delete comments
- Navigate between comments
- Distinguish comments from different users
- Edit a document using the Track Changes feature
- Customize the display of changes, markups, and review information
- Navigate to and accept/reject revisions
- Compare documents
- Combine documents and show source documents
- Embed and link data between Excel and Word

#### Chapter 8 Protecting and Preparing Documents

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

- Restrict formatting and editing in a document and allow exceptions to restrictions
- Protect a document with a password

- Open a document in different views
- Modify document properties
- Mark a document as final
- Encrypt a document with a password
- Inspect a document for confidentiality, accessibility, and compatibility issues
- Manage versions of a document

## **MICROSOFT WORD 2016 LEVEL III**

### **Chapter 1 – Applying Advanced Formatting**

Upon completion of this chapter you will be able to:

- Adjust character spacing, use OpenType features, apply text effects, and change the default font
- Insert intellectual property symbols, hyphens, and nonbreaking spaces
- Find and replace special characters, styles, body and heading fonts, and use wildcard characters
- Insert additional fields in a merge
- Run a macro automatically
- Assign a macro to the Quick Access Toolbar
- Specify macro security settings
- Save a macro-enabled document or template and copy macros between documents and templates
- Record a macro with fill-in fields
- Use File Explorer to open a document based on a template

### **Chapter 2 – Formatting with Styles**

Upon completion of this chapter you will be able to:

- Create new styles from existing formatting and styles and without first formatting text
- Assign keyboard shortcuts to styles
- Modify styles and save styles in a template
- Display all styles
- Reveal style formatting
- Save and delete a custom style set
- Create and modify styles for multilevel lists and tables
- Investigate document styles using the Style Inspector task pane
- Manage and organize styles

### **Chapter 3 – Creating Forms**

Upon completion of this chapter you will be able to:

- Design and create a form and save the form as a template
- Insert content controls in a form
- Define a group and edit text and content controls in design mode
- Open and fill in a form based on a template
- Edit a form template

- Insert and edit placeholder text
- Create a form using a table
- Restrict editing of a template
- Set properties for content controls
- Edit a protected form template

## Chapter 4 – Creating Forms with Legacy Tools

Upon completion of this chapter you will be able to:

- Create a form using legacy tools, including drop-down list, check box, and text form fields
- Use File Explorer to open a document based on a template
- Protect a form template
- Fill in a form containing form fields
- Print a form with the data or print only the data
- Customize form field options, including drop-down list, check box, and text form fields

## Chapter 5

### Using Outline View and Creating a Table of Authorities

Upon completion of this chapter you will be able to:

- Display a document in Outline view
- Collapse, expand, promote, demote, and assign levels in Outline view
- Organize a document in Outline view
- Assign levels at the Paragraph dialog box
- Navigate in a document with assigned levels
- Collapse and expand levels in Normal view
- Move collapsed text
- Collapse levels by default
- Create a master document
- Open and close a master document and its subdocuments
- Expand, collapse, edit, insert, unlink, split, and merge subdocuments
- Create, insert, and update a table of authorities

## Chapter 6 – Sharing Documents and Customizing Word Options

Upon completion of this chapter you will be able to:

- Check the accessibility of a document
- Improve the accessibility of a document by adding alternate text for a picture or table, wrapping a picture inline with text, deleting a blank row in a table, removing spaces in a heading, and removing a watermark
- Share documents among programs, computers, and websites and as email attachments
- Customize Word options
- Customize and display account information

## 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:

- Multipage Letters
- Merged Documents and multi-page documents
- Long documents
- Fill-in Forms

## **COURSE POLICY**

Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be e-mailed as attachments or printed and submitted in your assignment folder with the grading sheet by 3 p.m. on the deadline date.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due the following day by 3 p.m.
- Examinations will be completed in class and during the final exam time. If the exam time is not acceptable to you, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as hard copy or an e-mail attachment.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests and Formatting tests and Final Exam.
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work is completed.
- All assigned work and exams must be completed in order to get a passing grade in the course.

**EVALUATIONS:** Assignments and testing materials are practical and are hands on work that is expected to be completed on time.

Assignments including:	
Text Assignments	30%
Production Assignments	15%
<ul style="list-style-type: none"> <li>• Extra Merging</li> <li>• Multipage Merges</li> <li>• Extra Fill-in Forms</li> <li>• Long Document</li> </ul>	
Timed Assignments	10%
Long Document Test	2.5%
Merge Test	2.5%
Final Exam or MOS Test	40%
Total	100%

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

Grades will be assigned on the Letter Grading System.

**GRADING CRITERIA:**

Each assignment is graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error. All assigned work must be completed in order to qualify to write texts and exams and in order to get a grade in this course. Please see grading rubrics for full details.

**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)



\*\*Note: all Academic and Administrative policies are available at





<https://www.gprc.ab.ca/about/administration/policies/>







## OA1075 A2 COURSE SCHEDULE/TENTATIVE TIMELINE:

This is a continuation of your Word 2016 Level I course. It is scheduled over an 16 week period. Those students opting to complete their MS Word Microsoft Certification Test must book a practice and training session by contacting Grace Walton, MOS Testing Center Administrator. Her email is [gwalton@gprc.ab.ca](mailto:gwalton@gprc.ab.ca) or call her at 780-539-2218. Those students having the Specialist Certificate will have the option of taking the Expert Level Word Certification (16 week rotation):

Week	Reading and Assignments	Requirements Due
1	<p>Timed assignments will be given on each week to reinforce fast production of business documents. Time assignments are complete in class.</p> <p><b>Timed Assignment I</b></p> <p><b>LEVEL II UNIT 1</b></p> <p><b>FORMATTING AND CUSTOMIZING DOCUMENTS</b></p> <p> Chapter 1 – Customizing Paragraphs and Pages</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul>	<p><b>Chapter 1</b> Graded Chapter Assignments Due Friday 3 p.m. Week 1</p>
1	<p> Chapter 2 – Proofing Documents and Creating Charts</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul> <p><b>Timed Assignment II</b></p>	<p><b>Chapter 2</b> Graded Chapter Assignments Due Friday 3 p.m. Week 1</p>

Week	Reading and Assignments	Requirements Due
2	<p> Chapter 3 – Automating and Customizing Formatting</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul>	<p><b>Chapter 3</b> Graded Chapter Assignments Due Friday 3 p.m.</p>
2	<p> Chapter 4 – Customizing Themes, Creating Macros, and Navigating in a Document</p> <p> DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</p> <p> SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</p>	<p><b>Chapter 4</b> Graded Chapter Assignments Due Friday 3 p.m.</p>
3	<p><b>Timed Assignment III</b></p>	

Week	Reading and Assignments	Requirements Due
3	<p><b>LEVEL II UNIT 2</b></p> <p><b>FORMATTING AND CUSTOMIZING DOCUMENTS</b></p> <p> Chapter 5 – Inserting Special Features and References</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul>	<p><b>Chapter 5</b> Graded Chapter Assignments Due Friday 3 p.m.</p>
3	<p> Chapter 6 – Creating Specialized Tables and Indexes</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul> <p><b>Timed Assignment IV</b></p>	<p>Chapter 6 Graded Chapter Assignments Due Friday 3 p.m.</p>
4	<p> Chapter 7 – Working with Shared Documents</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet</li> </ul>	<p>Chapter 7 Graded Chapter Assignments Due Friday 3 p.m.</p>
4	<p> Chapter 8 – Protecting and Preparing Documents</p> <ul style="list-style-type: none"> <li>○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)</li> <li>○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual</li> </ul>	<p><b>Chapter 8</b> Graded Chapter Assignments Due Friday 3 p.m.</p>


Week	Reading and Assignments	Requirements Due
	Benchmark) listed on Graded Chapter Assignments Sheet	



The End WORD LEVEL II EXPERT – MOOOOING ON TO LEVEL III



## OA1075 WORD LEVEL III COURSE SCHEDULE/TENTATIVE TIMELINE:

This is a continuation of your Word 2016 Level II course. It is scheduled over an 10 week period. Those students opting to complete their MS Word Microsoft Certification Test must book a practice and training session by contacting Grace Walton, MOS Testing Center Administrator. Her email is [gwalton@gprc.ab.ca](mailto:gwalton@gprc.ab.ca) or call her at 780-539-2218. Those students having the Specialist Certificate will have the option of taking the Expert Level Word Certification.

Week	Assigned Work Due Dates and Times
	<b>Timed Assignment V</b>
5	 <p>Chapter 1 Applying Advanced Formatting Assignments Due: Week 5 - Friday 3 p.m.</p>
	<b>Timed Assignment VI</b>
6	Chapter 2 Formatting with Styles Assignments Due: Week 6 – Friday 3 p.m.
7	Extra Merge Assignments Due: Week 7 – Thursday 3 p.m. On – campus students – print all and drop in Moodle assignment box VC students please drop in Moodle assignment box
9	Merge Test Friday Week 7
8	FAMILY DAY AND READING WEEK
9 - 10	Chapter 3 Creating Forms Assignments Due: Week 9 – Friday 3 p.m. Chapter 4 Creating Forms with Legacy Tools Assignments

Week	Assigned Work Due Dates and Times
	<p style="text-align: center;">AND</p> <p>EXTRA FILL-IN FORMS</p> <p>Due: Week 10 – Friday 3 p.m.</p>
10	<p>Chapter 5 Using Outline View and Creating a Table of Authorities Assignments</p> <p>Due: Week 10 – Friday 3 p.m.</p> 
11	<p>Chapter 6 Sharing Documents and Customizing Word Options Assignments</p> <p>Due: Friday Week 10 – Friday 3 p.m.</p>
12	<p>Multi-page Merge and Long Documents</p> <p>Long Document Test</p> <p>Due: Friday Week 12</p> 
13 - 14	<p>MOS Practice</p> <p>E-Portfolio using WiX</p> <p>Due: Friday, Week 13 3 p.m.</p>
15 - 16	<p>Portfolio Presentations</p> <p>Final Exam or MOS Test</p>

Week	Assigned Work Due Dates and Times	
	<p><b>Start Final Exam – 7.5 hours or COMPLETE THE MOS WORD Test Your MOS test must be complete by END OF WEEK 16 (FINAL EXAM WEEK) You will need to practice once or twice before taking the MOS Word.</b></p> <p><b>If you choose to do the class exam it will run for 7.5 hours.</b></p>	