

Word-Intermediate

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Esther Severa
Development Date	11/11/1999
Revised By	Joen Bilse
Revised Date	5/21/2007
Course Number	10-103-136
Instructional Level	Associate Degree
Instructional Area	Computer Software
Division	Agriscience, Engineering, Technologies
Department	Business Technology
Potential Hours of Instruction	24
Total Credits	1

Description

Illustrate documents with graphics; work with themes and building blocks; merge Word documents; sort and filter records; create labels; manage Quick Style sets and templates; use Outline view to develop multi-page documents, add footers/headers, a Table of Contents, cross-references, sections, and an Index; and combine subdocuments into master documents.

Target Population

Learners who need to acquire Microsoft Word word processing skills and qualifications for employment purposes, utilize a microcomputer as a word processor, or learn word processing for personal use. Particularly appropriate for associate degree, diploma, and certificate individuals as well as those preparing for Word MOS certification.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	24	1

Textbooks

Carol M. Cram, Jennifer A. Duffy . *Microsoft Word 2007, Illustrated Intermediate*. Thomson: Course Technology. 2004.

Learner Supplies

Microsoft Word 2007 CD (stored at back of textbook). **Manufacturer:** ---.

Assignment sheets for Units F-J. **Manufacturer:** ---. **Source:** Instructor.

Storage device. **Manufacturer:** ---.

Prerequisites

Word-Beginning (10-103-137) or equivalent

Exit Learning Outcomes

Core Abilities

- A. Critical thinking
- B. Science and Technology

Competencies

A. Illustrate a document with graphics

Competence will be demonstrated:

- A.1. through actual performance of the skill
- A.2. in submitted documents as specified on the unit assignment sheet
- A.3. in a test with the use of reference materials

Criteria - Performance will be satisfactory when:

- A.1. you insert graphics from various sources
- A.2. you insert pictures from files
- A.3. you position graphics in documents
- A.4. you size and scale graphic images, adding color, borders, shading, text wrapping, or special effects
- A.5. you draw shapes
- A.6. you format shapes
- A.7. you create illustrations using the Drawing Canvas
- A.8. you create text boxes
- A.9. you add text to text boxes
- A.10. you format text boxes
- A.11. you draw, edit, and format lines
- A.12. you create and format different chart types
- A.13. you finalize page layouts in documents

B. Work with themes and building blocks

Competence will be demonstrated:

- B.1. through actual performance of the skill
- B.2. in submitted documents as specified on the unit assignment sheet
- B.3. in a test with the use of reference materials

Criteria - Performance will be satisfactory when:

- B.1. you work with themes
- B.2. you apply Quick Styles to text
- B.3. you modify Quick Styles
- B.4. you apply built-in themes to documents using the Theme Gallery
- B.5. you change default themes in documents
- B.6. you create customized themes
- B.7. you add sidebars
- B.8. you format sidebars
- B.9. you insert Quick Parts
- B.10. you format Quick Parts
- B.11. you update document property
- B.12. you create cover pages
- B.13. you format cover pages
- B.14. you remove cover pages from documents
- B.15. you create and save reusable building blocks
- B.16. you edit the properties of building blocks
- B.17. you insert building blocks in documents

C. Merge Word documents

Competence will be demonstrated:

- C.1. through actual performance of the skill
- C.2. in submitted documents as specified on the unit assignment sheet
- C.3. in a test with the use of reference materials

Criteria - Performance will be satisfactory when:

- C.1. you explore the steps involved in performing a mail merge
- C.2. you create a data source document
- C.3. you enter records in a data source
- C.4. you edit the data source
- C.5. you create a main document
- C.6. you edit a main document
- C.7. you insert merge fields in the main document
- C.8. you attach a data source file to the main document
- C.9. you sort records in a data source by single and multiple fields
- C.10. you apply a filter to records to meet specific criteria
- C.11. you merge a data source and a main document to create personalized documents
- C.12. you customize individual documents in a merged document file
- C.13. you save all associated merge files
- C.14. you generate mailing labels
- C.15. you format labels
- C.16. you preview merged documents
- C.17. you print main documents
- C.18. you print data sources
- C.19. you print merged documents

D. Format documents with styles and templates**Competence will be demonstrated:**

- D.1. through actual performance of the skill
- D.2. in submitted documents as specified on the unit assignment sheet
- D.3. in a test with the use of reference materials

Criteria - Performance will be satisfactory when:

- D.1. you explore styles and templates
- D.2. you modify created styles
- D.3. you apply styles using the Style Inspector
- D.4. you create Quick Styles
- D.5. you modify Quick Styles
- D.6. you update styles based on changes to selected text
- D.7. you reapply original style settings
- D.8. you display style names
- D.9. you locate each instance of a style
- D.10. you replace each instance of a style with a different style
- D.11. you close the style area in the document window
- D.12. you print a list of styles available for a document and the associated descriptions/format settings
- D.13. you create and modify custom list and table styles
- D.14. you create a Quick Style set
- D.15. you apply a Quick Style set to a document
- D.16. you manage styles using the Quick Style gallery
- D.17. you create and save templates

D.18. you change the default file locations for user and workgroup templates

D.19. you revise and attach templates

E. Develop multi-page documents

Competence will be demonstrated:

E.1. through actual performance of the skill

E.2. in submitted documents as specified on the unit assignment sheet

E.3. in a test with the use of reference materials

Criteria - Performance will be satisfactory when:

E.1. you create a document from a Word outline

E.2. you build a document in Outline view

E.3. you apply the features of Outline View

E.4. you create, edit and apply footnotes and endnotes to a multi-page document

E.5. you navigate a multi-page document using the document map, thumbnails, and cross referencing

E.6. you use bookmarks to identify a location or selection of text in a multi-page document

E.7. you generate, edit, and view a table of contents for a multi-page document

E.8. you generate, edit, and view an index for a multi-page document

E.9. you create a cross reference in the index of a multi-page document

E.10. you insert and modify footers in multiple sections of a multi-page document

E.11. you modify pages page layout and the headers, footers differently in different sections of a multi-page document

E.12. you modify pages in different multiple sections of a multi-page document

E.13. you open, edit, and save master documents and subdocuments

E.14. you collapse and expand subdocuments

E.15. you create cover pages for master documents