

# Word--Beginning

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Esther Severa
<b>Development Date</b>	10/28/2002
<b>Revised By</b>	Ana Turk
<b>Revised Date</b>	4/8/2009
<b>Course Number</b>	10-103-137
<b>Instructional Level</b>	Associate Degree
<b>Instructional Area</b>	Business Technology
<b>Division</b>	Agriscience, Engineering, Technologies
<b>Department</b>	Business Technology
<b>Potential Hours of Instruction</b>	24
<b>Total Credits</b>	1

### Description

Introduction to Microsoft's word processing software. Create, edit, save, format, and print basic documents; cut/copy/paste and find/replace text; apply font styles and effects; add bullets and numbering; work with tabs and indents; align text; apply borders and shading; use templates to produce documents; insert headers and footers; apply different formatting to document sections; create columns; insert Clip Art. Create and format tables, modify rows and columns, perform calculations, sort table data; split and merge cells, apply table styles, and customize a table.

### Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	24	1

### Textbooks

Jennifer A. Duffy. *Microsoft Office Word 2007, Illustrated Basic*. Course Technology. 2007. ISBN: 9781423905394.

### Learner Supplies

Microsoft Word 2007. **Manufacturer:** ---.

Storage Device to save/store data, 2G Flash Drive recommended. **Manufacturer:** Course Technology. **Source:** MATC Bookstore..

### Prerequisites

Competency in Windows 2003  
 OR Windows XP (10-103-135)  
 OR Windows Vista (10-103-124)

### Exit Learning Outcomes

#### Core Abilities

A. Critical thinking

## B. Science and Technology

**Competencies****A. Explore Word Processing****Competence will be demonstrated:**

- A.1. through actual performance of the skill
- A.2. in submitted documents as specified on the unit learning plan
- A.3. in an assessment with the use of reference materials

**Criteria - Performance will be satisfactory when:**

- A.1. you explore word processing software
- A.2. you differentiate between document views
- A.3. you start Word
- A.4. you examine the Word window
- A.5. you start Word documents
- A.6. you display menus and toolbars
- A.7. you create letters
- A.8. you create memos
- A.9. you identify the mouse pointer shapes
- A.10. you delete text
- A.11. you format using the mini tool bar
- A.12. you use the Undo command
- A.13. you use the Redo command
- A.14. you use the repeat command
- A.15. you work with XML and binary files
- A.16. you save documents
- A.17. you preview documents
- A.18. you select text using the various selection techniques
- A.19. you print documents
- A.20. you create a memo that is professionally designed utilizing templates
- A.21. you create a fax that is professionally designed utilizing templates
- A.22. you close documents
- A.23. you exit Word

**B. Apply basic editing techniques****Competence will be demonstrated:**

- B.1. through actual performance of the skill
- B.2. in submitted documents as specified on the unit learning plan
- B.3. in an assessment with the use of reference materials

**Criteria - Performance will be satisfactory when:**

- B.1. you locate files
- B.2. you open documents
- B.3. you use the scroll bars to move around in a document
- B.4. you save an active document with a new filename
- B.5. you utilize the Office Clipboard
- B.6. you select text using the various selection techniques
- B.7. you move text using various cut/paste methods
- B.8. you copy text using various cut/paste methods
- B.9. you view multiple documents in the program window

- B.10. you access the Thesaurus to find a synonym for a word
- B.11. you use Word's AutoCorrect feature
- B.12. you apply Word proofing tools to check and correct spelling and grammar in documents
- B.13. you find specific occurrences of text throughout a document
- B.14. you replace specific occurrences of text throughout a document
- B.15. you create and edit hyperlinks in documents
- B.16. you prepare a document for distribution

**C. Format text and paragraphs**

**Competence will be demonstrated:**

- C.1. through actual performance of the skill
- C.2. in submitted documents as specified on the unit learning plan
- C.3. in an assessment with the use of reference materials

**Criteria - Performance will be satisfactory when:**

- C.1. you change fonts
- C.2. you distinguish between serif and sans serif fonts
- C.3. you change font sizes
- C.4. you apply font effects
- C.5. you add color to text and background
- C.6. you change alignment
- C.7. you copy multiple formatting effects to various locations
- C.8. you change the indentations of text using multiple ways
- C.9. you adjust line spacing in a document
- C.10. you change paragraph spacing in a document
- C.11. you format paragraphs, characters, pages, and sections in a document
- C.12. you align text with left, center, right, and decimal tabs
- C.13. you delete tabs
- C.14. you create bulleted list
- C.15. you create a numbered list
- C.16. you create a simple outline style numbered list
- C.17. you change the format of bulleted and numbered lists
- C.18. you format text with different font styles
- C.19. you format text using themes
- C.20. you add borders
- C.21. you apply shading
- C.22. you highlight text in a document
- C.23. you add footnotes and endnotes to a document

**D. Format documents**

**Competence will be demonstrated:**

- D.1. through actual performance of the skill
- D.2. in submitted documents as specified on the unit learning plan
- D.3. in an assessment with the use of reference materials

**Criteria - Performance will be satisfactory when:**

- D.1. you change margin settings in a document
- D.2. you change paper orientation
- D.3. you create headers for every page or for specific pages in a document
- D.4. you create footers for every page or for specific pages in a document
- D.5. you navigate between different header and footer areas in a document
- D.6. you edit text in headers and footers

- D.7. you modify formatting in headers and footers
- D.8. you add page numbers to documents
- D.9. you change the number format of page numbers
- D.10. you insert the date and time into documents selecting from a variety of formats
- D.11. you insert hard page breaks to control the flow of text
- D.12. you insert section breaks to divide a document into more than one section
- D.13. you apply column formatting to a section, whole document, or selected text
- D.14. you customize the width and appearance of columns
- D.15. you balance columns by inserting continuous section breaks and column breaks
- D.16. you hyphenate documents manually or automatically
- D.17. you insert and position Clip Art
- D.18. you position and size graphics
- D.19. you create tables
- D.20. you enter data into a Word table
- D.21. you format a Word table using a variety of formatting effects and preset format options

**E. Create and format tables**

**Competence will be demonstrated:**

- E.1. through actual performance of the skill
- E.2. in submitted documents as specified on the unit learning plan
- E.3. in an assessment with the use of reference materials

**Criteria - Performance will be satisfactory when:**

- E.1. you convert existing text into a table
- E.2. you adjust the size of table rows, columns, and cells
- E.3. you adjust the structure of tables by adding/deleting rows and columns
- E.4. you copy columns and rows
- E.5. you move rows and columns
- E.6. you change the alignment of a table on a page (vertically and horizontally)
- E.7. you format a Word table using a variety of formatting effects and preset format options
- E.8. you alter table borders
- E.9. you alter table shading
- E.10. you create formulas to calculate values in cells
- E.11. you edit table data
- E.12. you update associated calculations
- E.13. you change alignment of text in table cells
- E.14. you sort tables, lists, and paragraphs based on primary, secondary, and tertiary sort criteria
- E.15. you draw custom tables
- E.16. you change the direction of text in table cells
- E.17. you split table cells
- E.18. you merge table cells
- E.19. you apply table styles
- E.20. you hide or erase unnecessary cell boundaries
- E.21. you create custom formats for tables