



Course Name: Intermediate and Advanced Word

Module CO-11: Computerized Administration

Course Description:

A popular word processing software, MS Word is found in many offices in Canada. You will learn to use all the functions including creating a document, spell check, grammar check, autocorrect, use of tabs, basic editing (moving text, cut and past, insert and overtyping modes), how to adjust font color, size and type, how to create tables and enter data, how to merge letters, and how to enhance documents creating newsletters, flyers, and inserting pictures.

Course Length: 75 hours

Text Book:

Learning Microsoft Office XP by Suzanne Weixel, Jennifer Fulton, Faithe Wempen, SuePlumley; DDC Publishing, New York ; ISBN 1-58577-135-X

Method of Evaluation

- Participation 20%
- Practical Exercises 20%
- Final Exam 60%
- You must achieve 65% on the final exam

Course Objectives: Knowledge

The graduate will have a good working knowledge of MS Word

1. Knowledge of all the functions and modes in MS Word
2. Knowledge of how to create and format letters, reports, charts, tables and other documents
3. Knowledge of special features, including security – use of passwords

Course Objectives: Skills

The graduate will have the ability to use all the functions and features of Word

1. Be able to use business and technical conventions
2. Be able to create a block and modified block business letter
3. Be able to use various document enhancements: Symbols, Pictures, Clip art
4. Tables and borders
5. Be able to complete a Mail Merge using Word
6. Problem solving using Word features

Curriculum Outline

Week 1 9 hrs	Introduction Review of Introductory MS Word Practicum: Creating a Document in Word
Week 2 9 hrs	Basic Editing Practicum: Editing a Document (part 1) Practicum: Editing a Document (part 2) Formatting part 1
Week 3 9 hrs	Formatting part 2 Practicum: Formatting a Document Using Internet and email, creating web pages Practicum: Creating a Web page
Week 4 9 hrs	Creating tables Practicum: Using Tables in Word Creating documents with merge
Week 5 9 hrs	Practicum: Merging letters and labels Creating and editing longer documents Practicum: Long documents, special features
Week 6 9 hrs	Enhancing documents and automating tasks Practicum: Enhancing documents using wizards Practicum: Integration And Problem Solving
Week 7	Final Exam

Instructor Information:

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