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Date reviewed: April 24, 2014
C&GE approved: May 12, 2014
Board approved: June 11, 2014
Text Update: Fall 2017

Computer Science (COSC) 1603 Introduction to Word Processing—Microsoft Word (1.5) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total hours: 16 hours lecture, 24 hours lab (40 hours total)

Catalog Description: This course is an introduction to word processing in the Microsoft Windows environment. This course will cover the operation and features of Microsoft Word to support common communication requirements in a business environment.

Type of Class/Course: Degree credit

Text: Vermaat, Misty E. *Microsoft Word 2016: Intermediate*. Cengage, 2017.

Course Objectives:

By the end of this course, a successful student will be able to utilize Word to complete the following tasks with a high degree of accuracy and efficiency

1. insert, modify, and move text and images,
2. apply and modify text and paragraph formats,
3. set and modify tabs,
4. apply character and paragraph styles,
5. correct spelling and grammatical errors,
6. apply bullet, outline, and numbering formats to paragraphs,
7. create and modify multicolumn documents,
8. create and modify tables, and
9. create and modify diagrams and charts.

Course Scope and Content

- Unit I Creating and Editing a Word Document
- A. Enter text in a Word document
 - B. Format text and paragraphs
 - C. Undo and redo commands or actions
 - D. Change theme colors
 - E. Insert pictures into a Word document
 - F. Format pictures
 - G. Add a page border
 - H. Adjust spacing
 - I. Correct errors and revise a document
 - J. Change document properties
 - K. Print a document

- Unit II Creating a Research Paper
- A. Describe the MLA documentation style for research papers
 - B. Change line and paragraph spacing in a document
 - C. Create and modify styles
 - D. Use a header to number pages in a document
 - E. Apply formatting using shortcut keys
 - F. Modify paragraph indentation
 - G. Insert and edit citations and their sources
 - H. Add a footnote to a document
 - I. Insert a manual page break
 - J. Create a bibliographical list of sources
 - K. Cut, copy, and paste text
 - L. Find and replace text
 - M. Find a synonym
 - N. Look up information
- Unit III Creating a Business Letter with a Letterhead and Table
- A. Change margins
 - B. Insert and format a shape
 - C. Change text wrapping
 - D. Insert and format a clip art image
 - E. Insert a symbol
 - F. Add a border to a paragraph
 - G. Clear formatting
 - H. Convert a hyperlink to regular text
 - I. Create a file from an existing file
 - J. Apply a Style
 - K. Set and use tab stops
 - L. Insert the current date
 - M. Create, insert, and modify a building block
 - N. Insert a Word table, enter data in the table, and format the table
 - O. Address and print an envelope
- Unit IV Creating a Document with a Title Page, Lists, Tables, and a Watermark
- A. Border a paragraph
 - B. Change paragraph indentation
 - C. Insert and format a SmartArt graphic
 - D. Apply character effects
 - E. Insert a section break
 - F. Insert a Word document into an open document
 - G. Change theme fonts
 - H. Insert formatted headers and footers
 - I. Sort lists and tables
 - J. Use the format painter
 - K. Add picture bullets to a list
 - L. Create a multilevel list
 - M. Modify and format Word tables
 - N. Sum columns in a table
 - O. Create a watermark

- Unit V Using a Template to Create a Resume and Sharing a Finished Document
- A. Use a template to create a document
 - B. Change document margins
 - C. Personalize a document template
 - D. Indent a paragraph
 - E. Customize theme fonts
 - F. Create and modify a style
 - G. Insert a building block
 - H. Save a document as a PDF document and edit a PDF document
 - I. Run the compatibility checker
 - J. Enable others to access a document on SkyDrive
 - K. Send a Word document using e-mail
 - L. Save a Word document as a webpage
 - M. Format text as a hyperlink
 - N. Change a style set
- Unit VI Generating Form Letters, Mailing Labels, and a Directory
- A. Explain the merge process
 - B. Use the Mail Merge task pane and the Mailings tab
 - C. Use a letter template as the main document for a mail merge
 - D. Create and edit a data source
 - E. Insert merge fields in a main document
 - F. Use an IF field in a main document
 - G. Merge and print form letters
 - H. Select records to merge
 - I. Sort data records
 - J. Address and print mailing labels and envelopes
 - K. Change page orientation
 - L. Merge all data records to a directory
 - M. Convert text to a table
- Unit VII Creating a Newsletter with a Pull-Quote and Graphics
- A. Insert and format WordArt
 - B. Set custom margins
 - C. Set custom tab stops
 - D. Crop a graphic
 - E. Rotate a graphic
 - F. Format a document in multiple columns
 - G. Justify a paragraph
 - H. Hyphenate a document
 - I. Format a character as a drop cap
 - J. Insert a column break
 - K. Insert and format a text box
 - L. Copy and paste using a split window
 - M. Balance columns
 - N. Modify and format a SmartArt graphic
 - O. Copy and paste using the Office Clipboard
 - P. Add an art page border

- Unit I Creating and Editing a Word Document
- A. Enter text into a Word document
 - B. Check spelling as you type
 - C. Format text and paragraphs
 - D. Change theme colors
 - E. Insert pictures into a Word document
 - F. Format pictures
 - G. Add a page border
 - H. Correct errors and revise a document, as necessary
 - I. Change document properties
- Unit II Creating a Research Paper
- A. Prepare a short research paper using MLA style requirements
 - B. Change line and paragraph spacing
 - C. Create and modify a styles
 - D. Use a header to number pages in a document
 - E. Apply formatting using shortcut keys
 - F. Indent paragraphs using the First Line Indent marker on the ruler
 - G. Insert and edit citations and their sources
 - H. Add a footnote to a document
 - I. Insert a manual page break
 - J. Create a bibliographical list of sources
 - K. Indent citations on the works cited page using the Hanging Indent marker on the ruler
- Unit III Creating a Business Letter with a Letterhead and Table
- A. Prepare a business letter with a letterhead and table
 - B. Change theme colors
 - C. Change document margins
 - D. Insert and format a shape
 - E. Change text wrapping
 - F. Insert and format a clip art image
 - G. Insert a symbol
 - H. Apply a border to a paragraph
 - I. Clear formatting
 - J. Convert a hyperlink to regular text
 - K. Apply a Quick Style
 - L. Set and use tab stops
 - M. Insert the current date
 - N. Insert a Word table, enter data in the table, and format the table
- Unit IV Creating a Document with a Title Page, Lists, Tables, and a Watermark
- A. Prepare a proposal with a SmartArt graphic, bulleted and numbered lists, and a table
 - B. Change theme fonts
 - C. Border a paragraph
 - D. Change paragraph indentation
 - E. Insert and format a SmartArt graphic
 - F. Apply character effects
 - G. Insert a section break
 - H. Insert formatted headers and footers

- I. Use the format painter
- J. Add picture bullets to a list
- K. Create a multilevel list
- L. Insert, modify, and format Word tables
- M. Create a watermark

Unit V Using a Template to Create a Resume and Sharing a Finished Document

- A. Use a template to create a resume
- B. Change a document theme
- C. Fill in a document template
- D. Indent a paragraph
- E. Insert a building block
- F. Customize theme fonts
- G. Create a Quick Style
- H. Modify a style
- I. Save a Word document as a PDF document
- J. Send a document using e-mail
- K. Save a Word document as a Web page on SkyDrive

Unit VI Generating Form Letters, Mailing Labels, and a Directory

- A. Create a form letter using a template with an IF field, a data source, mailing labels, and a directory
- B. Use a letter template as the main document for a mail merge
- C. Create and edit a data source
- D. Insert merge fields in a main document
- E. Use an IF field in a main document
- F. Merge and print form letters
- G. Prepare mailing labels
- H. Merge all data records to a directory
- I. Format the directory
- J. Sort records in the directory

Unit VII Creating a Newsletter with a Pull-Quote and Graphics

- A. Create newsletters from an existing file and from scratch
- B. Insert and format a WordArt banner
- C. Set custom margins
- D. Set custom tab stops
- E. Crop a graphic
- F. Rotate a graphic
- G. Change text wrapping of graphic objects
- H. Insert section and column breaks at appropriate locations
- I. Format a document in multiple columns
- J. Justify column text
- K. Use Word's automatic hyphenation feature
- L. Format a character as a drop cap
- M. Insert and format a text box to be used as a pull-quote
- N. Balance column text
- O. Insert and format a SmartArt graphic
- P. Copy and paste using the Office Clipboard

Learning Activities Required Outside of Class:



The students in this class will spend a minimum of 5 hours per week outside of the regular class time doing the following:

1. completing assigned reading in the textbook and online course materials,
2. completing lab activities,
3. answering assigned questions, and
4. participating in discussion activities.

Methods of Instruction:

1. Lecture, demonstration, class discussion, and problem solving.
2. Assigned reading from the textbook and online course materials.
3. Assigned hands-on lab activities.
4. Assigned independent final project.

Methods of Evaluation:

1. Computational or non-computational problem-solving demonstrations, including:
 - a. Quizzes
 - b. Demonstrated ability to use Microsoft Word 2010 through satisfactory completion of lab activities
2. Other examinations, including:
 - a. Multiple choice
 - b. Demonstrated ability to use software tools
3. Evaluation of discussion activities.