

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Word

INSTRUCTOR: Self-paced

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PREREQUISITE(S): None

LEARNING TOOLS AND RESOURCES:

Operating System: The minimum recommended operating system is Windows 10.

****Mac or IOS systems cannot be used for this course.***

Microsoft Word Software: Learners are responsible for their own access to Microsoft Word 2016, or 2019/365 software. This software is not included in the course.

Jasperactive software: The cost of this software is included in the course. Internet access and software download are required.

G-Metrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

This course is intended for those who want to learn basic Microsoft Word skills, such as creating, editing, and formatting documents; and inserting simple tables and creating lists. You will also learn to insert graphic objects, apply design and layout options to pages, and check your documents for spelling, grammar, and other errors.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Word Associate Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 30 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Lesson 1: Getting Started

- Accessing Commands and Features
- Working with Text
- Working with Documents

Lesson 2: Manipulating Text

- Changing the View
- Selecting Text
- Working with Text
- Finding and Replacing Items

Lesson 3: Formatting Text and Paragraphs

- Using the Font Dialog Box
- Aligning and Indenting Text
- Setting Tabs
- Using the Format Painter
- Formatting with Styles
- Organizing List Information
- Using WordArt

Lesson 4: Formatting Documents to Print

- Modifying the Page Setup
- Working with Section Breaks
- Working with Columns
- Using Headers and Footers
- Adding Watermarks, Background Colors, and Page Borders
- Applying Themes

Lesson 5: Distributing Documents

- Navigating with References
- Working with Hyperlinks
- Creating Bookmarks
- Maintaining Compatibility
- Using the Document Inspector
- Checking Documents for Accessibility

Lesson 6: Using Tables

- Inserting and Formatting a Table
- Modifying Tables
- Converting Tabular Information
- Sorting Lists of Data

Lesson 7: Working with Illustrations

- Inserting Images
- Working with Shape Objects
- Using SmartArt

Lesson 8: Working with References

- Using Captions
- Inserting a Table of Figures
- Using Footnotes or Endnotes
- Inserting Citation Sources
- Creating a Table of Contents
- Inserting a Cover page