



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2020**

OA1075 A3 WORD EXPERT 3 (3– 0 – 1.5) 67.5 Hours 15 Weeks

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Contact Hours Any time by appointment. E-mail me anytime!

CALENDAR DESCRIPTION:

This course covers expert level concepts and techniques of Microsoft Word through lectures, demonstrations, and hands on practical applications. Emphasis will be placed on the production of professional business documents such as long documents, fill-in forms, merged documents including multi-page merged letters, and desktop publishing documents. Students will be expected to produce these professional business documents in a timed environment. Students will master the software concepts required to gain the Microsoft Certification – Word.

PREREQUISITE(S)/COREQUISITE: OA1065 Word Core

TEXT AND MATERIALS:

Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level II AND

Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level III

Office Administration Formatting Guide (in-house)

CREDIT/CONTACT HOURS: 3 Credits 67.5 hours

DELIVERY MODE(S): Lecture/ Active Learning

COURSE OBJECTIVES:

The course will teach students to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Accept responsibility for backup routines and preventive maintenance routines
- Maintains organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery with 30 seconds.
- Consistently code documents with the file name and path in the footer of each document (see formatting guide).
- Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

LEARNING OUTCOMES:

MICROSOFT WORD 2016 LEVEL II

UNIT 1 FORMATTING AND CUSTOMIZING DOCUMENTS

Chapter 1 Customizing Paragraphs and Pages

Upon successful completion of Chapter 1, you will be able to:

- Apply custom numbering and bulleting formatting to text
- Define and Insert custom bullets
- Define and insert multilevel list numbering
- Insert, format, and customize images and text boxes
- Group and ungroup objects
- Link and unlink text boxes
- Insert heading and footers in documents
- Format, edit, and remove headers and footers
- Insert and print sections
- Control widow/orphans and keep text together on a page

Chapter 2 Proofing Documents and Creating Charts

Upon successful completion of Chapter 2, you will be able to:

- Complete a spelling check and grammar check on the text in a document
- Display readability statistics
- Create a custom dictionary and change the default dictionary
- Display synonyms and antonyms for specific words using the thesaurus
- Display document word, paragraphs, and character counts
- Insert line numbers
- Use the Smart Lookup feature
- Use the translation feature to translate work from English to other languages
- Insert and format charts

Chapter 3 Automating and Customizing Formatting

Upon successful completion of Chapter 3, you will be able to:

- Specify AutoCorrect exceptions
- Add and delete AutoCorrect Text
- Use the AutoCorrect Options button
- Customize AutoFormatting
- Insert and sort building blocks
- Create, edit, modify, and delete custom building blocks

- Insert document property placeholders from Quick Parts
- Insert and update fields from Quick Parts
- Customize the Quick Access Toolbar
- Customize the ribbon
- Export Quick Access Toolbar and ribbon customizations

Chapter 4 Customizing Themes, Creating Macros, and Navigating in a Document

Upon successful completion of Chapter 4, you will be able to:

- Create custom theme colors, theme fonts, and theme effects
- Save a custom theme
- Apply, edit, and delete custom themes
- Reset the template theme
- Apply styles and modify existing styles
- Record, run, and delete macros
- Assign a macro to a keyboard command
- Navigate in a document using the Navigation pane, bookmarks, hyperlinks, and cross-references
- Insert hyperlinks to a location in the same document, a different document, a file in another program, and an email address

Chapter 5 Inserting Special Features and References

Upon successful completion of Chapter 5, you will be able to:

- Sort text in paragraphs, columns, and tables
- Sort records in a data source file
- Select specific records in a data source file
- Find specific records in a data source file
- Create and use specialized templates
- Insert footnotes and endnotes
- Insert and edit sources and citations
- Insert, modify, and format source lists

Chapter 6 Creating Specialized Tables and Indexes

Upon successful completion of Chapter 6, you will be able to:

- Create, insert, and update a table of contents
- Create, insert, and update a table of figures
- Create and customize captions
- Create, insert, and update and index

Chapter 7 Working with Shared Documents

Upon successful completion of Chapter 7, you will be able to:

- Insert, edit, show, reply to, print, and delete comments
- Navigate between comments
- Distinguish comments from different users
- Edit a document using the Track Changes feature
- Customize the display of changes, markups, and review information
- Navigate to and accept/reject revisions
- Compare documents
- Combine documents and show source documents
- Embed and link data between Excel and Word

Chapter 8 Protecting and Preparing Documents

Upon successful completion of Chapter 8, you will be able to:

- Restrict formatting and editing in a document and allow exceptions to restrictions
- Protect a document with a password
- Open a document in different views
- Modify document properties
- Mark a document as final
- Encrypt a document with a password
- Inspect a document for confidentiality, accessibility, and compatibility issues
- Manage versions of a document

MICROSOFT WORD 2016 LEVEL III

Chapter 1 – Applying Advanced Formatting

Upon completion of this chapter you will be able to:

- Adjust character spacing, use OpenType features, apply text effects, and change the default font
- Insert intellectual property symbols, hyphens, and nonbreaking spaces
- Find and replace special characters, styles, body and heading fonts, and use wildcard characters
- Insert additional fields in a merge
- Run a macro automatically
- Assign a macro to the Quick Access Toolbar
- Specify macro security settings
- Save a macro-enabled document or template and copy macros between documents and templates
- Record a macro with fill-in fields
- Use File Explorer to open a document based on a template

Chapter 2 – Formatting with Styles

Upon completion of this chapter you will be able to:

- Create new styles from existing formatting and styles and without first formatting text
- Assign keyboard shortcuts to styles
- Modify styles and save styles in a template
- Display all styles
- Reveal style formatting
- Save and delete a custom style set
- Create and modify styles for multilevel lists and tables
- Investigate document styles using the Style Inspector task pane
- Manage and organize styles

Chapter 3 – Creating Forms

Upon completion of this chapter you will be able to:

- Design and create a form and save the form as a template
- Insert content controls in a form
- Define a group and edit text and content controls in design mode
- Open and fill in a form based on a template

Business Document Formatting

Upon successful completion of the course, you will be able to format from rough draft and under a timed deadline, business documents including:

- Multipage Letters
- Merged Documents and multi-page documents
- Long documents
- Fill-in Forms

- Edit a form template
- Insert and edit placeholder text
- Create a form using a table
- Restrict editing of a template
- Set properties for content controls
- Edit a protected form template

Chapter 6 – Sharing Documents and Customizing Word Options

Upon completion of this chapter you will be able to:

- Check the accessibility of a document
- Improve the accessibility of a document by adding alternate text for a picture or table, wrapping a picture inline with text, deleting a blank row in a table, removing spaces in a heading, and removing a watermark
- Share documents among programs, computers, and websites and as email attachments
- Customize Word options
- Customize and display account information

COURSE POLICY

Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be uploaded to Moodle or assessments printed and submitted in your assignment folder with the grading sheet by the end of class on the due date.
- Examinations will be completed in class and during the final exam time. If the exam time is not acceptable to you, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests, Formatting tests and Final Exam.
- All assigned work and exams must be completed in order to get a passing grade in the course.

EVALUATIONS: Assignments and testing materials are practical and are hands on work that is expected to be completed on time.

Chapter Assessments	25%
Weekly Quizzes	15%
<u>Unit Tests:</u>	
Unit 1 Test	15%
Unit 2 Test	15%
Final Exam	30%
TOTAL	100%

Grades will be assigned on the Letter Grading System.

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

Grades will be assigned on the Letter Grading System.

GRADING CRITERIA:

Each assignment is graded out of a possible mark of 10. 2 marks are deducted for each format, spelling, punctuation or other error. All assigned work must be completed in order to qualify to write texts and exams and in order to get a grade in this course. Please see grading rubrics for full details.

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at


https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf







**Note: all Academic and Administrative policies are available at


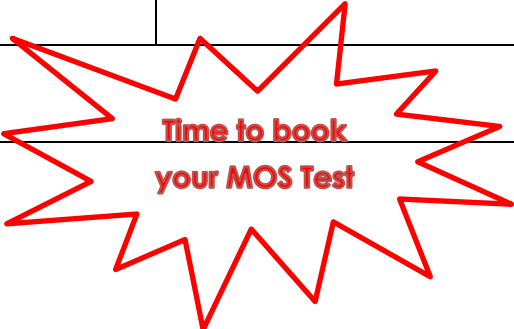
<https://www.gprc.ab.ca/about/administration/policies/>

OA1075 A2 COURSE SCHEDULE/TENTATIVE TIMELINE:

This is a continuation of your Word 2016 Level I course. It is scheduled over a 15 week period. Those students opting to complete their MS Word Microsoft Certification Test must book a practice and training session by contacting Grace Walton, MOS Testing Center Administrator. Her email is gwalton@gprc.ab.ca or call her at 780-539-2218. Those students having the Specialist Certificate will have the option of taking the Expert Level Word Certification.

Week	Reading and Assignments	Requirements Due
1	OA 1075 Course Outline Tentative Schedule Moodle Page Texts	
1	LEVEL II UNIT 1 FORMATTING AND CUSTOMIZING DOCUMENTS  Chapter 1 – Customizing Paragraphs and Pages <ul style="list-style-type: none">○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)○ SUBMIT for Chapter 1 Assignment) Timed assignments will be given on each week to reinforce fast production of business documents. Time assignments are complete in class. Timed Assignment I (Quiz Monday)	Chapter 1 Graded Chapter Assignments Due Monday at beginning of class week 2

Week	Reading and Assignments	Requirements Due
2	 Chapter 2 – Proofing Documents and Creating Charts <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark) ○ SUBMIT for grading Workbook Activities, Visual Benchmark) <p>Timed Assignment II (Monday)</p>	<p>Chapter 2 Graded Chapter Assignments</p> <p>Due Monday at beginning of class week 3</p>
3	 Chapter 3 – Automating and Customizing Formatting <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark) ○ SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet <p>Timed Assignment III (Monday)</p>	<p>Chapter 3 Graded Chapter Assignments</p>
4	 Chapter 4 – Customizing Themes, Creating Macros, and Navigating in a Document  DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark)  SUBMIT for grading those Workbook Activities (Learning Assessments, Visual Benchmark) listed on Graded Chapter Assignments Sheet	<p>Chapter 4 Graded Chapter Assignments</p>
5	<p>Unit 1 Test Monday February 3rd</p>	
6	<p>LEVEL II UNIT 2</p> <p>FORMATTING AND CUSTOMIZING DOCUMENTS</p>  Chapter 5 – Inserting Special Features and References <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark) ○ SUBMIT for grading Learning Assessments, Visual Benchmark listed on Graded Chapter Assignments Sheet 	<p>Chapter 5 Graded Chapter Assignments</p>
7	<p>FAMILY DAY AND READING WEEK</p>	

Week	Reading and Assignments	Requirements Due
8	<p>🖨 Chapter 6 – Creating Specialized Tables and Indexes</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark) <p>SUBMIT for grading Learning Assessments, Visual Benchmark listed on Graded Chapter Assignments Sheet</p> <p>Timed Assignment IV</p>	Chapter 6 Graded Chapter Assignments
9	<p>🖨 Chapter 7 – Working with Shared Documents</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook Activities (Learning Assessments, Visual Benchmark) ○ SUBMIT for grading Learning Assessments, Visual Benchmark listed on Graded Chapter Assignments Sheet 	Chapter 7 Graded Chapter Assignments
10	Unit 2 Test March 2nd	
OA1075 WORD LEVEL III COURSE SCHEDULE/TENTATIVE TIMELINE:		
10	<p>Chapter 1 Applying Advanced Formatting Assignments</p> <p>Timed Assignment VI</p>	<p>Chapter 1 Assessments (as set by instructor)</p> 
11	Chapter 2 Formatting with Styles Assignments	Chapter 2 Assessments (as set by instructor)
12	Chapter 3 Creating Forms Assignments	Chapter 3 Assessments (as set by instructor)
13	Chapter 6 Sharing Documents and Customizing Word Options Assignments	Chapter 6 Assessments (as set by instructor)
14	 <p>Time to book your MOS Test</p>	

15	Final Exam or MOS Test April 6,7,10 & three Hour Final exam Block
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