

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

W.96
G. Sherman

OA 2230 - WORD PROCESSING III
2230

TEXTS:	Excel 5 for Windows by Matherly & Winter Desktop Publishing, Practical Exercises by Driscoll & Every
PREREQUISITE:	OA 2220, Word Processing Level II or permission of the instructor.
COURSE DESCRIPTIONS:	Uses the features of Excel 5 for Windows and Word 6.0 for Windows to produce documents involving formatting, print enhancements, graphics, columns, macros, tables, desktop publishing, forms design, spreadsheets, worksheets, and charts.
COURSE OBJECTIVES:	The student shall successfully perform advanced features of the MicroSoft Office software - MicroSoft Word 6.0 and Excel 5. The student will be required to apply the basic knowledge and applications of the software by completing practical exercises and assignments.
GRADING:	Excel tests/assignments/final project 35% Desktop publishing assignments 40% Final Project 25%