Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE
OA 2280 M2, Microsoft Word 2007
Expert Level (3) (0-0-4) 60 hours
Monday – Friday 10 – 11:30 am. A313

Instructor	Sharron Barr	**Phone**	Office: 780-539-2979
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			Home: 780-532-9236
Office	A313B or E309	**E-mail**	sbarr@gprc.ab.ca

Contact Hours
Monday – Thursday 11:30 a.m. – 1 p.m. (780-539-2979) OFFICE HOURS
Monday – Thursday 6 p.m. – 8 p.m. (780-897-6676)
Monday – Thursday 6 p.m. – 8 p.m. (e-mail or text immediate response)

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course. OR come and see me during my office hours or by appointment at your convenience.

Required Computer Hardware & Software (if working at home):

Microsoft Office Professional Suite 2007 including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007.

Windows Vista or XP Operating System

Internet

E-mail

PC System Minimum Requirements

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.

- Hard Disk Space: 175 MB Free

- RAM: 128 MB

- Video: SVGA (800x600) with 16-bit video driver

- Network Card: 32-bit

Printer Minimum Requirements

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

Required Text/Resource Materials:
Microsoft Word 2007, Signature Series, Windows XP Edition, Rutkowsky and Rutkosky-Roggenkamp, Paradigm Publishing
Formatting Guide
Dictionary

Credit/Contact Hours: 60 hours

Delivery Mode(s): Lecture Lab Blackboard Resources

Description:
Students will build on essential word processing skills and reinforce communication, keyboarding and Internet skills while using core to expert level Microsoft Word skills by preparing professional documents for simulated companies.

Course Policy

- To gain a real understanding of the software, complete all chapter exercises NOT just the assigned work. You can check your work at the student resource center www.emcp.net/SignatureWord07Vista Computer Lab Exercise Model Answers.
- Students are encouraged to access the resource center and view the PowerPoint tutorials for each chapter www.emcp.net/SignatureWord07Vista Lecture Hall PowerPoint Presentations
- Assignments are due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be submitted in print or electronic copy (using the digital drop box) by the deadline date. Please check schedule as some assignments will require Print Screens to be sent.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 3 p.m.
- Examination materials will be made available on Black Board on the dates and times specified on the grade sheet. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as a hard copy or electronically through the digital drop box in Black Board.
- The final examination will be a 10 hour practical exam. The exam will run in six 1.5 hour slots as scheduled during the final week of class and into the final exam week. Examination materials will be made available on Black Board during the scheduled examination time.

- NOTE: IN LIEU OF THE 10 HOUR EXAM STUDENTS MAY REQUEST TO TAKE THE MOS CERTIFICATION WORD 2007 TEST (see Grading Criteria and see Page 10)
- Academic honesty: please refer to page 47 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests and Final word processing exam.
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Assignments	30%
Quizzes and Performance Assessments	20%
Timed In-Class Production Work[1]	10%
Production Final	40%

*Note: The final production test must be completed in the final week of class during the assigned times for total of 8 hours. Completed components are e-mailed to sbarr@gprc.ab.ca at the end of each exam time. There are no extensions for this exam. All course work must be completed in order to qualify to take the final exam. In lieu of the final exam, successful completion of the MOS Proficiency Exam = A and MOS Expert Exam = A+ exam grade will be assessed. There is a cost component to the MOS Test and tests must be booked after the last assignment is completed. All tests can be booked with Grace Walton gwalton@gprc.ab.ca and payment is due prior to writing the exam. MOS exams are 45 minutes in length and students will receive MOS Certificate from Microsoft which is a globally recognized certification. This test is only available on-site at the GPRC campus unless a MOS Testing Centre is located in your local area. Therefore, if distance students wish to select this option for their final exam appointment, special on-site arrangements can be made with your instructor for the practice test and on-site test

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[1] *Timed production work will be scheduled throughout this course without notice. Timed production assignments will be given for completion within the first 15 – 20 minutes of class. They will consist of letters and memos and will have cover request forms included.*

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Schedule:

Day   Concepts   Assigned Work Due Dates and Times

1 Carefully Read to Understand:
       Course Welcome
       Course Outline
       Course Schedule
       Create OA2280 Word Folder on
          H: drive
       Copy to your Hard Disk Drive H:
          all data files from Word 2007
          text Student Data Files or from
          the Resource Centre
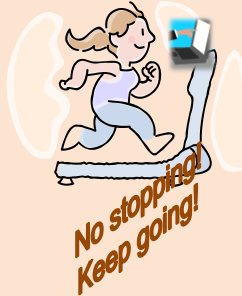
This is a continuation of your Word 2007 Course. In order to complete the required curriculum this course schedules lays out a plan to complete a Chapter a day all Unit work due on Friday's of each week. This is just a plan. Should more time be required some curriculum may be moved to the Winter term OA2230. Dates have been provided for planning purposes.

No stopping! Keep going!

       Chapter 15
       Creating Charts
       Modifying Charts
       Creating Charts Using Data from Excel
        Inserting Organization Charts
       Modifying Organization Charts

Oct. 20

2 Chapter 16
       Creating Form Letters Using Mail Merge
3 Creating Custom Fields
        Adding Fill-in Fields
       Creating Mailing Labels Using the Mail Merge Wizard
        EXTRA MAIL MERGE ASSIGMENTS

Oct. 21 & 22

4 Chapter 17
       Sorting Text in Paragraphs
        Sorting Records
          Selecting Records

Oct. 23

5 Work Day

Oct. 24

Chapter 15 & Chapter 16 Assigned Work
(PRINT SCREEN DATA TABLE in Word (see grade sheet) to view the table in main merge documents click to edit recipients – this is the print screen you will submit in addition to your documents. Once you have the edit recipients list on your screen press the PrtScn button, go to a blank Word document, paste, name the file appropriately and include as an attachment with the rest of your Chapter 16 work.) & *Chapter 17*
EXTRA MERGE ASSIGMENTS DUE MONDAY at 3 p.m.

Day	Concepts	Assigned Work Due Dates and Times
6	Chapter 18 Styles and Bullets Oct 27	**EXTRA MERGE ASSIGNMENTS DUE** **Monday 3 p.m.** **Redo's Chapters 15 – 17 Due: Wednesday,** **3 p.m.**
7	Chapter 19 Customizing Headers and Footers Controlling Text Flow Controlling Text Layout Oct 28	
8	Chapter 20 Using Comments Tracking Changes Customizing Track Changes Comparing Documents Combining Documents Oct 29	
8	Unit 4 Assessments Oct 29	
9	Chapter 21 Sorting and Inserting Building Blocks Creating and Modifying Building Blocks Inserting Fields from Quick Parts Updating Quick Parts Fields Inserting Fields from Quick Parts Updating Quick Parts Fields Oct 30	
10	**Workday** Oct 31	**Chapters 18 – 20, Unit 4 Assessments,** **Merge Assignments Redo's** **Due Friday 3 p.m.**

Day	Concepts		Assigned Work Due Dates and Times
11	Chapter 21	Nov. 3	**Chapters 18 – 20 and Unit 4 Assessment redo's due Monday 3 p.m.**
12	Chapter 22 Add to and Change AutoCorrect Insert Symbols into AutoCorrect Customizing the Quick Access Toolbar Customizing Word Options	Nov. 4	
13	**UNIT FOUR TEST – PLEASE NOTE THAT WE WILL WORK INTO THE COMMUNITY ZONE TO COMPLETE THE UNIT 4 TEST. YOU WILL NEED THREE SOLID HOURS. THE TEST WILL THEN BE MADE AVAILABLE TO YOU ON BLACK BOARD. PRINT THE TEST OUT AND FOLLOW THE INSTRUCTIONS. YOU CAN REFERENCE YOUR TEST IF YOU GET STUCK. DROP EACH ASSESSMENT IN THE DROP BOX AS YOU COMPLETE IT. ALL THE BEST!**	Nov. 5 10 a.m. – 1 p.m.	
14	Chapter 23 Creating and Saving a Theme Applying and Editing a Theme Chapter 24 Working with Styles Creating and Applying Styles Using the Style Gallery	Nov. 6	
15	**Chapter 25 Tracking Changes Restricting Changes Advanced Document Protection Features Modifying the Location of Workgroup Templates**	Nov. 7	**Chapters 21 – 25 Due Friday 3 p.m.**

NOVEMBER 10 & 11 FALL BREAK

Day	Assigned Work	Assigned Work Due Dates and Times
16	UNIT FIVE TEST –YOU WILL NEED THREE SOLID HOURS. THE TEST WILL BE SCHEDULED INTO THE COMMUNITY ZONE. THE TEST WILL BE MADE AVAILABLE TO YOU ON BLACK BOARD. PRINT THE TEST OUT AND FOLLOW THE INSTRUCTIONS. YOU CAN REFERENCE YOUR TEXT IF YOU GET STUCK. DROP EACH ASSESSMENT IN THE DROP BOX AS YOU COMPLETE IT. ALL THE BEST!	Nov. 12
17	Chapter 26 Creating and Formatting Footnotes and Endnotes Editing Footnotes and Endnotes	Nov. 13
18	Chapter 27 Creating an Index Creating a Concordance File	**Chapters 26 & 27 Due Friday 3 p.m.** Nov. 14
19	Chapter 28 Compiling a Table of Contents Creating a Table of Figures Creating a Table of Authorities	Nov. 17
20	Chapter 29 Creating Forms Editing and Customizing Forms Filling In and Printing Form Documents	Nov. 18
21	Chapter 30 Creating Forms Editing and Customizing **Forms** Filling In and Printing Form Documents and Unit 6 Assessment	Nov. 19
22	**Chapter 31 Creating Outlines Organizing Outlines Recording and Running Macros Editing Macros NOTE THIS IS A SUPPLEMENTAL CHAPTER – IT WILL NOT BE TESTED AND CAN BE DOWN LOADED FROM BLACKBOARD**	Nov. 20
23	Work Day	**Chapters 25 – 31 and Unit 6 Assessment Due: Friday 3 p.m.** Nov. 21

Day	Assigned Work	Assigned Work Due Dates and Times
23 24	Final Project Due: Friday, December 5 MOS CERTIFICATION TESTS SCHEDULED (see Page 10) Nov. 24 25	Chapter 25 – 31 and Unit Assessments redo's Due: Monday, 3 p.m. Unit 6 Assessment Due: Week 15 Friday, 8 p.m.
25	**UNIT SIX TEST –YOU WILL NEED THREE SOLID HOURS. THE TEST WILL BE SCHEDULED INTO THE COMMUNITY ZONE. THE TEST WILL BE MADE AVAILABLE TO YOU ON BLACK BOARD. PRINT THE TEST OUT AND FOLLOW THE INSTRUCTIONS. YOU CAN REFERENCE YOUR TEXT IF YOU GET STUCK. DROP EACH ASSESSMENT IN THE DROP BOX AS YOU COMPLETE IT. ALL THE BEST!**	Nov. 26
26 27	Final Project Due: Friday, December 5 MOS CERTIFICATION TESTS SCHEDULED (see Page 10) Nov. 27 - 28	
28 -35	**FINAL EXAM BEGINS MONDAY, DECEMBER 1** **10 HOURS INCLUDING SCHEDULED TIME** **FINAL EXAM WEEK** **Final Project Due: Friday, December 5** **MOS CERTIFICATION TESTS SCHEDULED** **(see Page 10)** Dec. 1 – 8	

Microsoft Office Word 2007

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2007 Exam are provided to assist in your exam preparation. Training Centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

Inserting and Modifying Text

- Insert, modify, and move text and symbols

- Apply and modify text formats

- Correct spelling and grammar usage

- Apply font and text effects

- Enter and format Date and Time

- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats

- Set and modify tabs

- Apply bullet, outline, and numbering format to paragraphs

- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer

- Apply and modify column settings

- Modify document layout and Page Setup options

- Create and modify tables

- Preview and Print documents, envelopes, and labels

Managing Documents

- Manage files and folders for documents

- Create documents using templates

- Save documents using different names and file formats

Working with Graphics

- Insert images and graphics

- Create and modify diagrams and charts

Workgroup Collaboration

- Compare and Merge documents

- Insert, view, and edit comments

- Convert documents into Web pages

Microsoft Office Specialist Exam Skill Standards: Word 2007 Expert

Microsoft Office Word 2007 Expert

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

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Customizing Paragraphs

- Control pagination

- Sort paragraphs in lists and tables

Formatting Documents

- Create and format document sections

- Create and apply character and paragraph styles

- Create and update document indexes and tables of contents, figures, and authorities

- Create cross-references

- Add and revise endnotes and footnotes

- Create and manage master documents and subdocuments

- Move within documents

- Create and modify forms using various form controls

- Create forms and prepare forms for distribution

Customizing Tables

- Use Microsoft Excel data in tables

- Perform calculations in Word tables

Creating and Modifying Graphics

- Create, modify, and position graphics

- Create and modify charts using data from other applications

- Align text and graphics

Customizing Word

- Create, edit, and run macros

- Customize menus and toolbars

Workgroup Collaboration

- Track, accept, and reject changes to documents

- Merge input from several reviewers

- Insert and modify hyperlinks to other documents and Web pages

- Create and edit Web documents in Word

- Create document versions

- Help protect documents

- Define and modify default file locations for workgroup templates

- Attach digital signatures to documents

Using Mail Merge

- Merge letters with a Word, Excel, or Microsoft Access data source

- Merge labels with a Word, Excel, or Access data source

- Use Microsoft Outlook data as a Mail Merge data source

More information regarding Microsoft MOS Certification, visit your student resource text website and click the Certification Info link.