# Grande Prairie Regional College

## School of Business

Department: Administrative Technology

COURSE OUTLINE

OA 2280 DE, Microsoft Word 2007 Distance Delivery

Expert Level (3) (0-0-5) 75 hours

| | | | |
|---|---|---|---|
| **Instructor** | Sharron Barr | **Phone** | Office: 780-539-2979<br>Text Messages: 780-897-6676<br>Home: 780-532-9236 |
| **Office** | A313B | **E-mail** | sbarr@gprc.ab.ca |

**Contact Hours**

Monday – Thursday 1 p.m. – 3 p.m. (780-539-2979)
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.

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**Required Computer Hardware & Software:**

**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:  75hours

## Delivery Mode(s):  Internet Delivery. 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 e-mailed as attachments by 8 p.m. on 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 8 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 an e-mail attachment or placed in the drop box in Black Board.
- The final examination will be a 6 hour practical exam. The exam will run in 3 two hour time slots as scheduled between the instructor and student. Examination materials will be made available on Black Board during the scheduled examination time.
- 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 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 | 40% |
| Quizzes and Performance Assessments | 20% |
| Production Final | 40% |

**\***Note: The final production test must be completed in the 16TH 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 Diane Kinderwater dkinderwater@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

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

| Week | Assigned Work | On-line Assessment – Check your Understanding | Assigned Work Due Dates and Times |
|------|--------------|-----------------------------------------------|------------------------------------|
| 1 | Carefully Read to Understand:<br>Course Welcome<br>Course Outline<br>Course Schedule<br>Create OA2280 Word Folder on C: drive<br>Copy to your Hard Disk Drive C: all data files from Word 2007 text Student Data Files or from the Resource Centre | | |
| 1 | Chapter 15<br>Creating Charts<br>Modifying Charts<br>Creating Charts Using Data from Excel<br> Inserting Organization Charts<br>Modifying Organization Charts | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 15 Assigned Work<br>Due: Week 1 Friday 8 p.m. |
| 2 | Chapter 16<br>Creating Form Letters Using Mail Merge<br>Creating Custom Fields<br> Adding Fill-in Fields<br>Creating Mailing Labels<br>Using the Mail Merge Wizard | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 15 Redo's<br>Due: Week 2 Monday, 8 p.m.<br><br>**Chapter 15 Test - Week 2 Wednesday 6 – 8 p.m.**<br><br>Chapter 16 Assigned Work<br>Due: Week 2 Friday, 8 p.m.<br>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. |

| Week | Assigned Work | On-line Assessment – Check your Understanding | Assigned Work Due Dates and Times |
|---|---|---|---|
| **3** | Chapter 17<br>Sorting Text in Paragraphs<br>Sorting Records<br>Selecting Records | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 16 redo's<br>Due: Week 3 Monday, 8 p.m.<br><br>**Chapter 16 Test – Week 3 Wednesday 6 – 8 p.m.**<br><br>Chapter 17 Assigned Work<br>Due: Week 3 Friday, 8 p.m. |
| **4** | Chapter 18<br>Define Custom Numbers and Bullets<br>Insert Custom Numbers and Bullets<br>Creating Outline Numbered Lists<br>(from old 10.1)<br>Inserting Special Characters<br>Finding and Replacing Special Characters | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 17 redo's<br>Due: Week 4 Monday, 8 p.m.<br><br>**Chapter 17 Test – Week 4 Wednesday 6 – 8 p.m.**<br><br>Chapter 18 Assigned Work<br>Due: Week 4 Friday, 8 p.m. |
| **5** | Chapter 19<br>Customizing Headers and Footers<br>Controlling Text Flow<br>Controlling Text Layout | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 18 redo's<br>Due: Week 5 Monday, 8 p.m.<br><br>**Chapter 18 Test Week 5 Wednesday 6 – 8 p.m.**<br><br>Chapter 19 Assigned Work<br>Due: Week 5 Friday, 8 p.m. |
| **6** | Chapter 20<br>Using Comments<br>Tracking Changes<br>Customizing Track Changes<br>Comparing Documents<br>Combining Documents | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 19 redo's<br>Due: Week 6 Monday, 8 p.m.<br><br>**Chapter 19 Test Week 6 Wednesday 6 – 8 p.m.**<br><br>Chapter 20 Assigned Work<br>Due: Week 6 Friday, 8 p.m.<br>Please ensure all work is submitted with all mark-up showing included tracked changes and comments. |
| **7** | Unit 4 Assessment | | Chapter 20 redo's<br>Due: Week 7 Monday, 8 p.m.<br><br>**Chapter 20 Test Week 7 Wednesday 6 – 8 p.m.**<br><br>Unit 4 Assessments<br>Due: Week 7 Friday 8 p.m. |

| Week | Assigned Work | On-line Assessment – Check your Understanding | Assigned Work Due Dates and Times |
|---|---|---|---|
| **8** | 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 | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | |
| **8 con't** | Chapter 22 Add to and Change AutoCorrect Insert Symbols into AutoCorrect Customizing the Quick Access Toolbar Customizing Word Options | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 21 & 22 Assigned Work Due: Week 8 Friday, 8 p.m. Please submit Print Screens of all customized changes to Quick Access Tool Bar and Word Options |
| **9** | 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 | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 21 & 22 redo's Due: Week 10 Monday, 8 p.m. Chapter 23 & 24 Assigned Work Due: Week 10 Friday, 8 p.m. Please provide print screen of customized themes as may be necessary to show work. |
| **11** | Chapter 25 Tracking Changes Restricting Changes Advanced Document Protection Features Modifying the Location of Workgroup Templates | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 23 & 24 redo's Due: Week 11 Monday, 8 p.m. Chapter 25 & Unit 5 Assessments Assigned Work Due: Week 11 Friday, 8 p.m. |

| Week | Assigned Work | On-line Assessment – Check your Understanding | Assigned Work Due Dates and Times |
|------|---------------|----------------------------------------------|-----------------------------------|
| **12** | Chapter 26 Creating and Formatting Footnotes and Endnotes Editing Footnotes and Endnotes Chapter 27 Creating an Index Creating a Concordance File Chapter 28 Compiling a Table of Contents Creating a Table of Figures Creating a Table of Authorities | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 25 redo's Due: Week 12 Monday, 8 p.m. Chapter 25 & 27 Assigned Work Due: Week 12, Friday, 8 p.m. |
| **13** | Chapter 29 Creating Forms Editing and Customizing Forms Filling In and Printing Form Documents | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 27 & 28 redo's Due: Week 13 Monday, 8 p.m. Chapter 29 & 30 Work Due: Week 13 Friday, 8 p.m. |
| **13** | Chapter 30 Creating Forms Editing and Customizing Forms Filling In and Printing Form Documents | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | |
| **14** | Chapter 31 Creating Outlines Organizing Outlines Recording and Running Macros Editing Macros | Complete On-line Assessment Available at http://www.emcp.com student resource center and click on the Testing Center link | Chapter 29 & 30 redo's Due: Week 14 Monday, 8 p.m. Chapter 31 Assigned Work Due: Week 14 Friday, 8 p.m. Please submit print screens of Visual Basic code for all macros. All outline work should be submitted in outline view |

| Week | Assigned Work | Assigned Work Due Dates and Times |
|------|---------------|-----------------------------------|
| **15** | Unit 6 Assessment | Chapter 31 redo's<br>Due: Week 15 Monday, 8 p.m.<br><br>Unit 6 Assessment<br>Due: Week 15 Friday, 8 p.m. |
| **16** | | **FINAL EXAM SCHEDULED**<br>**MONDAY – THURSDAY**<br>**WEEK 16**<br>**6 – 8 P.M.** |

# Microsoft Office Specialist Exam Skill Standards: Word 2007

**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.

Exam skill standards for the Microsoft Word 2007 Expert 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.

## 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.**