Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE

OA 2280 A2, Microsoft Word 2010

Expert Level (3) (0-0-4) 60 hours

Monday – Friday 10 – 11:30 am. A313

8 week rotation

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

Contact Hours	Monday – Thursday 9 - 10 a.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 2010 including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010.

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 2010, Signature Series, Windows XP Edition, Rutkowsky and Rutkosky-Roggenkamp, Paradigm Publishing
Formatting Guide
Dictionary

Credit/Contact Hours: 60 hours

Delivery Mode(s):   Lecture Lab

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/SignatureWord10Vista Computer Lab Exercise Model Answers.
- Students are encouraged to access the resource center and view the PowerPoint tutorials for each chapter www.emcp.net/SignatureWord10Vista 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 2010 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%
Tests	30%
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 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

Grades will be assigned on the Letter Grading System.

Office Administration 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 (8 week rotation):

Week	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 2010 text Student Data Files or from the Resource Centre TIMED ASSIGNMENTS WILL BE GIVEN ON WEDNESDAY'S OF EACH WEEK TO REINFORCE FAST PRODUCTION OF BUSINESS DOCUMENTS.	*No stopping! Keep going!* This is a continuation of your Word 2010 course. It is scheduled over a 8 week period. Those students opting to complete their MS Word Test MUST BOOK A PRACTICE AND TRAINING SESSION BY – NOVEMBER 19 AND THE MOS EXAM BY NOVEMBER 29 or OPT. TO TAKE THE 10 HOUR FINAL
1	Chapter 16 Creating Form Letters Using Mail Merge Creating Custom Fields Adding Fill-in Fields Creating Mailing Labels Using the Mail Merge Wizard EXTRA MAIL MERGE ASSIGMENTS Timed Assignment I	October 22
2	Chapter 17 Sorting Text in Paragraphs Sorting Records Selecting Records Timed Assignment II	October 27
3	Chapter 18 Styles and Bullets Timed Assignment III	November 3
4	Chapter 19 Customizing Headers and Footers Controlling Text Flow Controlling Text Layout Timed Assignment IV	
4	Chapter 20 Using Comments Tracking Changes Customizing Track Changes Comparing Documents Combining Documents Timed Assignment V	November 5

Week	Concepts	Assigned Work Due Dates and Times
5	Chapter 24 Formatting with Styles, and Modifying Styles, Style Sets	
5	Chapter 25 Tracking Changes Restricting Changes Advanced Document Protection Features Modifying the Location of Workgroup Templates	Nov. 10
5	Chapter 26 Creating and Formatting Footnotes and Endnotes Editing Footnotes and Endnotes	
6	Chapter 27 Creating an Index Creating a Concordance File	Nov. 17
7	Chapter 28 Compiling a Table of Contents Creating a Table of Figures Creating a Table of Authorities	
8	Chapter 29 Creating Forms Editing and Customizing Forms Filling In and Printing Form Documents Extra Forms Assigned	Nov. 24
9 - 10	FINA L PROJECT ASSIGNED DUE FINAL DAY TBA OR MOS TEST BY DECEMBER 6	

HAVE YOU COMPLETED YOUR MOS WORD TRAINING AND PRACTICE TEST – DEADLINE NOVEMBER 19

Microsoft Office Specialist Exam Skill Standards: Word 2010

Microsoft Office Word 2010

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 2010 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 2010 Expert

Microsoft Office Word 2010 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 2010 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.