

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Spring 2023

#### OA1075 WORD EXPERT EC 3(3– 0 – 1.5) 67.5 Hours for 8 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

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<b>Contact</b>	T/W 8:30-10:00		
<b>Hours</b>	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 Expert.

**PREREQUISITE(S)/COREQUISITE:** OA1065 Word Core

### REQUIRED TEXT AND MATERIALS:

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

Cirrus Code

Office Administration Formatting Guide (in-house)

## **DELIVERY MODE:**

Online Delivery. This course is delivered online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

**CREDIT/CONTACT HOURS:** 3 Credits 67.5 hours

## **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:

- Adjust character spacing, use OpenType features, apply text effects, and change the default font

- Insert intellectual property symbols, hyphens, dashes, and nonbreaking spaces
- Find and replace font formatting, paragraph formatting, special characters, styles, and body and heading fonts, and use wildcard characters
- Manage document properties
- Inspect a document for confidentiality, accessibility, and compatibility issues

## Chapter 2 Proofing Documents and Creating Charts

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

- Complete a spelling check and a grammar check on text in a document
- Display readability statistics
- Create a custom dictionary, change the default dictionary, and remove a dictionary
- Display document word, paragraph, and character counts
- Insert line numbers
- Display synonyms and antonyms for specific words using the thesaurus
- Use the Smart Lookup feature
- Translate text to and from different languages
- Sort text in paragraphs, columns, and tables

## Chapter 3 Inserting Headers, Footers & references

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

- Insert headers and footers in documents
- Format, edit, and remove headers and footers
- Insert and print sections
- Keep text together on a page
- Insert footnotes and endnotes
- Insert and edit sources and citations
- Insert, modify, and format sources lists

## Chapter 4 Creating Specialized Tables and Navigating in a Document

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

- Insert a table of contents
- Number the table of contents page
- Navigate using a table of contents
- Customize, update, or remove a table of contents
- Assign levels to table of content entries
- Mark table of contents entries as fields
- Insert, update, or delete a table of figures
- Create and customize captions for figures
- 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, or an email address

## Chapter 5 Customizing Objects and Creating Charts

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

- Insert, format, and customize images and text boxes
- Group and ungroup objects
- Edit points and wrap points in a shape
- Link and unlink text boxes
- Insert, format, and customize icons
- Insert, format, and customize 3D models
- Insert and format charts

## Chapter 6 Merging Documents

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

- Create a data source file
- Create a main document and merge it with a data source file
- Preview a merge and check for errors before merging documents
- Create an envelope, a label, and a directory main document and then merge it with a data source file
- Edit a data source file
- Select specific records for merging
- Use the Mail Merge wizard to merge a letter main document with a data source file

## Chapter 7 Managing Building Blocks & Fields

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

- Insert and sort building blocks
- Save content as building blocks in specific galleries
- Edit building block properties
- Insert and modify custom building blocks
- Create a building block gallery and save building blocks in a different template
- Delete building blocks
- Insert document property placeholders from Quick Parts
- Insert and update fields from Quick Parts

## Chapter 8 Managing Shared Document

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

- Insert, edit, show, reply to, print, resolve, and delete comments
- Navigate between comments
- Distinguish comments from different users
- Edit a document using the Track Changes feature
- Display changes, show markups, display tracked changed information, and change user information
- Lock the Track Changes feature and customize tracked changes options
- Navigate to and accept/reject changes
- Restrict and enforce formatting and editing in a document and protect a document with a password
- Protect a document by marking it as final, encrypting it, restricting editing, and adding a digital signature
- Open a document in different views
- Share a document electronically
- Manage document versions

## MICROSOFT WORD 2016 LEVEL III

### Chapter 1 – Designing Styles

Upon completion of this chapter you will be able to:

- Apply a style and style set
- Create a style
- Assign a keyboard shortcut to a style
- Modify a style
- Save a style in a template
- Display all styles
- Reveal style formatting
- Save 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 – Managing Macros

Upon completion of this chapter you will be able to:

- Record, run, and delete macros
- Assign a macro to a keyboard command
- Assign a macro to the Quick Access Toolbar
- Run a macro automatically
- Specify macro security settings
- Save a macro-enabled document and template
- Copy macros between documents and templates
- Record and run a macro with a Fill-in field
- Edit a macro

- Record and store a macro in the default template
- Managing Macros A macro is a time-saving
- 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 4 – Creating Forms

Upon completion of this chapter you will be able to:

- Design and create a form and save it 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
- Edit a form template
- Insert and edit placeholder text
- Create a form using a table
- Restrict editing of a template
- Insert picture, date picker, drop-down list, combo box, and check box content controls
- Specify and customize properties for content controls
- Edit a protected form template
- Create a form with legacy tools
- Print a form
- Customize form field options

### Chapter 5 Creating Tables of Authorities & Index

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

- Insert a table of authorities
- Update or delete a table of authorities
- Mark text for an index
- Insert an index
- Create a concordance file
- Use a concordance file to create an index
- Update or delete an index

## 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

### COURSE POLICY

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

- Assignments are to be submitted in the cirrus program or in your MyClass course space, and/or uploaded to the chapter submission assignment link on the due date
- Examinations will be completed on the due date, and the final exam, during the final exam time. **No make ups for missed exams.**
- All email correspondence must be sent from your student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc..). Emails that do not follow the above requirements will not be responded to.
- Photographing and/or recording course content is strictly prohibited.

### TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

**Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

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

<b><u>Chapter Assessments:</u></b>	Credit
Cirrus Guided Practice and Knowledge Checks	
Cirrus Exercises	5%
Cirrus Project Exams & Skill Check Exam	5%
<b><u>Unit Tests:</u></b>	
Unit 1 Test	20%
Unit 2 Test	20%
Unit 3 Test 3	20%
<b>Final Exam or MOS</b>	30%

## GRADING CRITERIA:

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.

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.

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

## STUDENT RESPONSIBILITIES:

All Academic and Administrative policies are available at






<https://www.nwpolytech.ca/about/administration/policies/>

## STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

\*\*Note: all Academic and Administrative policies are available on the same page

## Tentative Timeline:

Week	Reading and Assignments	Requirements Due
1	OA 1075 Course Outline Tentative Schedule Course Page Texts & setting up Cirrus account <b>Word Level II</b> Chapter 1 & Chapter 2	<b>Chapter 1</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 2</b> Cirrus Exercises, Project & Skill Check Exams  <i><b>All Cirrus activities will be due each Sunday before Midnight</b></i>
2	 Chapter 3 & Chapter 4 –  <b>Unit 1 Exam</b>	<b>Chapter 3</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 4</b> Cirrus Exercises, Project & Skill Check Exams  <i>The Unit 1 Exam will open on Friday; Please complete it sometime before Monday at midnight.</i>
3	 Chapter 5 & Chapter 6	<b>Chapter 5</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 6</b> Cirrus Exercises, Project & Skill Check Exams
4	 Chapter 7 & Chapter 8-  <b>Unit 2 Exam</b>	<b>Chapter 7</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 8</b> Cirrus Exercises, Project & Skill Check Exams  <i>The Unit 2 Exam will open on Friday; Please complete it sometime before Monday at midnight</i>
5	<b>Word Level III</b>  Chapter 1 & Chapter 3	<b>Chapter 1</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 3</b> Cirrus Exercises, Project & Skill Check Exams
6	 Chapter 4 & Chapter 5	<b>Chapter 4</b> Cirrus Exercises, Project & Skill Check Exams <b>Chapter 5</b> Cirrus Exercises, Project & Skill Check Exams
7	<b>Unit Exam 3</b>	<i>The Unit 3 Exam must be completed Sunday by midnight</i>
8	<b>Review &amp; Final Exam</b>	