

Academic Upgrading Department**Introduction to Word 2000 CP0101**

SEP. 18 2001

Course: Introduction to Word Processing

Course Description: This course will provide an introduction to word processing. A thorough understanding of word processing is achieved through hands-on assignments. Prerequisites: CP0100 or keyboarding skills of 20 words per minute.

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Office Hours: MWF 11 am-12 noon and by appointment.

Textbook: *Quick, Simple Microsoft Word 2000* by Linda Erickson, Prentice Hall, Upper Saddle River, NJ, 1999.

Course Objectives: Upon completion of this course, students will have a general working knowledge of Word 2000, suitable for practical application, with course work, within the department.

Attendance: Students are responsible for all material covered in class and in the text. Students are reminded that the course is experiential and attendance is a critical success factor.

Assignments: Assignments are due at the beginning of class. Late assignments will be graded with penalty points on an individual basis.

Grading: The student's final grade is computed as follows:

Final Exam: 30%

Tests: 30%

Assignments: 30%

Attendance: 10%

Semester Course Schedule

Weeks	Subject	Assignment
1	Unit 1 – Getting Started <ul style="list-style-type: none"> • Start Microsoft Word 2000 • Become familiar with the Word Interface • Use the Word Help system • Create a document using a Word wizard • Save a document • Print a document • Exit from Word 	Review Questions Tasks 1 – 7 On Your Own Projects 1 - 5 <i>Graded Assignment: Project 4</i>
2	Unit 2 – Creating and Editing Documents <ul style="list-style-type: none"> • Create a document from a blank document • Move around a document • Delete characters • Insert text and type over text • Undo a task • Check spelling and grammar • Open and close documents • Switch between open documents • Preview a document before printing it 	Review Questions Tasks 1 – 9 On Your Own Projects 1 - 5 <i>Graded Assignment: Project 4</i> <i>Test #1 – Units 1 and 2</i>
3, 4	Unit 3 – More Creating and Editing Documents <ul style="list-style-type: none"> • Create an envelope • Create mailing labels • Create a document using a template • Select text and delete selected text • Cut, copy, and paste text • Use Find and Replace • Change document view 	Review Questions Tasks 1 – 7 On Your Own Projects 1 - 5 <i>Graded Assignment: Project 3</i>
5, 6	Unit 4 – Formatting Documents <ul style="list-style-type: none"> • Use bold, italic, and underline • Change the font, size, color, and other font attributes • Change text alignment • Change line spacing • Indent paragraphs • Set custom Tab stops 	Review Questions Tasks 1 – 6 On Your Own Projects 1 - 5 <i>Graded Assignment: Project 2</i> <i>Test #2 – Units 3 and 4</i>
7, 8	Unit 5 – Automating Tasks <ul style="list-style-type: none"> • Format text using built-in styles • Use AutoCorrect • Edit AutoCorrect entries • Use AutoText • Use AutoFormat • Create bulleted and numbered lists • Use borders and shading • Include special symbols 	Review Questions Tasks 1 – 8 On Your Own Projects 1 - 5 <i>Graded Assignment: Project 4</i>

Semester Course Schedule cont'd

Weeks	Subject	Assignment
9,10	Unit 6 – Formatting Pages and Enhancing Documents <ul style="list-style-type: none">• Insert breaks• Change page margins• Insert page numbers• Insert headers and footers• Insert footnotes• Create a table• Create a chart from table data• Use WordArt• Include a graphic	Review Questions Tasks 1 – 9 On Your Own Projects 1 - 5 <i>Graded Assignment:</i> Project 2, 3 <i>Test #3 – Units 5, 6</i>
11, 12	Unit 7 – Merging documents <ul style="list-style-type: none">• Use Mail Merge Helper• Create the data source• Edit the main document• Merge the documents• Create merged labels	Review Questions Tasks 1 – 5 On Your Own Projects 1 - 5 <i>Graded Assignment:</i> Project 1
13	Review: - Week 13 will be used to prepare for the final.	
TBA	Final Exam Review	<i>Final Exam</i>