



Grande Prairie Regional College

Department of Business & Office Administration

**COURSE OUTLINE – FALL 2015**

**MS WORD 2013 – CORE LEVEL I- OA 1060B2 | OA1070B2 CORE LEVEL II**

**3 (0-0-7.5) 56 HOURS (8 weeks each level)**

**Instructor** Cara Leaf

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**Contact** E-mail me anytime!

**Hours** Mon/Wed 11:30-12:30 or anytime by appointment.



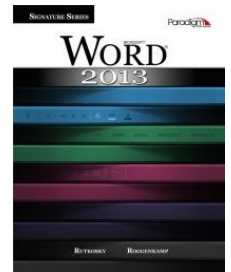
**PREREQUISITE(S)/COREQUISITE:** NONE

**TEXT AND MATERIALS:**

Rutkowski, Nita Signature Series: Microsoft Word 2013 - Text with data files CD

ISBN: 978-0-76385-199-6

Department of Office Administration Formatting Guide (in-house)



**CALENDAR DESCRIPTION:** This course focuses on the production of advanced professional business documents. Students will use Word skills including: inserting images, inserting shapes and WordArt, tables, charts, merging, sorting and selection, managing lists, and managing long documents with headers, footers, and page numbers.

**CREDIT/CONTACT HOURS:**

56 hours

**DELIVERY MODE(S):**

Lecture, Lab

## LEARNING OOUTCOMES:

### Chapter 1: Creating, Printing, and Editing Documents

Upon successful completion of Chapter 1, you will be able to:

- Open Microsoft Word
- Create, save, name, print, and close a Word document
- Create a new document
- Open a saved document
- Save a document with *Save As*
- Close Word
- Edit a document
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

### Chapter 2: Formatting Characters

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

- Change fonts and font effects
- Apply styles from style sets
- Apply themes
- Customize style sets and themes

### Chapter 3: Aligning and Indenting Paragraphs

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

- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing in a document
- Apply numbering and bullet formatting to text
- Reveal formatting
- Compare formatting

### Chapter 4: Customizing Paragraphs

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

- Insert paragraph borders and shading
- Sort paragraph text
- Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
- Delete, cut, copy, and paste text within a document

- Copy and paste text between documents

## Chapter 5 Proofing Documents

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

- Complete a spelling and grammar check on text in a document
- Create a custom dictionary and change the default dictionary
- Display document word, paragraph, and character counts
- Use the thesaurus to display synonyms and antonyms for specific words
- Use the dictionary to define specific words
- Use the translation feature to translate words from English to other languages

## Chapter 6 Formatting Pages

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

- Change the document view
- Change the page setup, including the margins, page orientation, and paper size in a document
- Insert section breaks in a document
- Create and format text in columns
- Hyphenate words automatically and manually
- Insert line numbers in a document
- Format the page background using a watermark, page color, and page border

## Chapter 7 Customizing Page Formatting

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

- Insert a page break, blank page, and cover page
- Insert page numbering
- Insert and edit headers and footers
- Find and replace text
- Use the Click and Type feature to position the insertion point within the document
- Align text vertically

## Chapter 8 Inserting Elements and Navigating in a Document

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

- Insert symbols and special characters
- Insert a drop cap
- Insert the date and time
- Insert a file into an open document
- Navigate in a document using the Navigation pane and bookmarks
- Insert hyperlinks to a location in the same document, a different document, and a file in another program
- Create a cross-reference

## Chapter 9 Maintaining Documents

Upon successful completion of Chapter 9, you will be able to:

- Manage files by copying, moving, printing, and renaming documents; opening multiple documents; and creating new folders and renaming existing folders
- Customize the display of folders and documents
- Share documents by exporting and saving them in different formats
- Create a document using a Word template

## Chapter 10 Managing and Printing Documents

Upon successful completion of Chapter 10, you will be able to:

- Open, close, arrange, split, maximize, minimize, and restore documents
- Manage the list of most recently opened documents
- Preview and print pages or sections of a document
- Create and print envelopes
- Create and print labels

## Chapter 11 Inserting Images

Upon successful completion of Chapter 11, you will be able to:

- Insert, format, size, and move pictures and clip art images
- Customize pictures and clip art images
- Create and format SmartArt graphics and organizational charts

## Chapter 12 Using Shapes, WordArt, and Advanced Character Formatting

Upon successful completion of Chapter 12, you will be able to:

- Insert and format screenshot images
- Draw and format shapes
- Select and align objects
- Insert and format text boxes
- Link and unlink text boxes
- Insert and format WordArt
- Apply character formatting, such as spacing, OpenType features, and text effects

## Chapter 13 Creating Tables

Upon successful completion of Chapter 13, you will be able to:

- Create and format a table
- Format a table by selecting specific cells
- Change the table design
- Draw a table
- Insert an Excel spreadsheet into a Word document

- Insert a predesigned table into a document

## Chapter 14 Enhancing Tables

Upon successful completion of Chapter 14, you will be able to:

- Change the table design and layout
- Change between table and text formats and sort text in a table
- Perform calculations on data in a table

## Chapter 15 Creating Charts

Upon successful completion of Chapter 15, you will be able to:

- Create charts
- Format charts using the chart buttons
- Change the chart design
- Format charts and chart elements

## **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
- Maintain 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.

## **COURSE POLICY**

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

- Textbook exercises must be complete before assessments can be submitted for grades.
- Assignments are to be saved, zipped, and uploaded to the proper electronic folder on Moodle by the date set by the instructor.

- Examinations will be completed in class and during the final exam time. There will be no make ups for missed exams.
- Examination work will be submitted as hard copy and uploaded to a specific folder on Moodle
- 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 Formatting tests and Final Exam.
- All assigned work and exams must be completed in order to get a passing grade in the course.

### **GRADING CRITERIA:**

Each assignment is graded out of a possible mark of 10. 2 marks are deducted for each format error and one mark for spelling, punctuation or other errors. **All assigned work must be completed in order to qualify to write tests and exams and in order to get a grade in this course.**

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

Assignments including:	25%
Assessments & Quizzes	
Formatting and Unit Tests:	
Unit 1 Test	10%
Unit 2 Test	10%
Unit 3 Test	10%
Formatting Quizzes	5%
Practice MOS Exam	10%
Final Exam	30%

### **STUDENT RESPONSIBILITIES:**

Refer to [https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

\*\*Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

### **STATEMENT ON PLAGIARISM AND CHEATING:**
















Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)















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**Grades will be assigned on the Letter Grading System.**

<b>Office Administration Department Grading Conversion Chart</b>			
<b>ALPHA GRADE</b>	<b>4-POINT EQUIVALENT</b>	<b>PERCENTAGE GUIDELINES</b>	<b>DESIGNATION</b>
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/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
1	<ul style="list-style-type: none"> <li> Carefully Read to Understand:               <ul style="list-style-type: none"> <li>o Course Welcome</li> <li>o Course Outline</li> <li>o Course Schedule</li> </ul> </li> <li> Create Word Folder on H: drive</li> <li> Copy to your Hard Disk Drive H: all data files from Word 2013 text Student Data Files</li> <li> Read text Introduction and Getting Started</li> <li> <b>Chapter 1 – Creating, Printing and Editing Documents</b></li> <li> DO all exercises and assessments</li> <li> SUBMIT for grading assessments assigned</li> <li> <b>Chapter 2 – Formatting Characters</b> <ul style="list-style-type: none"> <li>o DO all exercises and assessments</li> <li>o SUBMIT for grading those assessments listed</li> </ul> </li> </ul>	<p><b>Chapter 1</b> Graded Chapter Assignments Due Wednesday at the end of class. Week 1</p> <p><b>Chapter 2</b> Chapter Assignments Due Friday by end of class Week 2</p>
2	<ul style="list-style-type: none"> <li> <b>Chapter 3 – Aligning and Indenting Paragraphs</b> <ul style="list-style-type: none"> <li>o DO all exercises and assessments</li> </ul> </li> <li> SUBMIT for grading those assessments listed</li> <li> <b>Chapter 4 – Customizing Paragraphs</b> <ul style="list-style-type: none"> <li>o DO all exercises and assessments</li> </ul> </li> <li> SUBMIT for grading those assessments listed</li> </ul>	<p><b>Chapter 3 &amp; 4</b> Chapter Assignments Due by end of class Wednesday Week 2</p> <p>Chapter 4 Assessments due Monday of Week 3</p>
3	<ul style="list-style-type: none"> <li> <b>Chapter 5 – Proofing Documents</b> <ul style="list-style-type: none"> <li>o DO all exercises and assessments</li> </ul> </li> <li> SUBMIT for grading those assessments listed</li> <li> BUSINESS LETTERS – <a href="#">Extra Assignments</a> <ul style="list-style-type: none"> <li>o Reference Formatting Guide and p. 825 of text SUBMIT Letters on Moodle.</li> </ul> </li> </ul>	<p><b>Chapter 5</b> Assignments Due Wednesday by end of class</p> <p>Business Letters Due. Friday by end of class Week 3</p>

Week	Reading and Assignments	Requirements Due
4	 BUSINESS MEMOS – <a href="#">Extra Assignments</a> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos standard memo format.</li> </ul>  <b>UNIT 1 Test (Chapters 1 – 5)</b> <b>10:00-11:20</b>	Standard Memos Due Thursday at end of class
5	 <b>Chapter 6 – Formatting Pages</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed	Chapter 6 due Friday before the end of class
6	 <b>Chapter 7 – Customizing Page Formatting</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed	Chapter 7 due Friday before the end of class
7	 <b>Chapter 8 – Inserting Elements and Navigating in a Document</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed  <b>STANDARD MEMO and LETTERS TEST</b> Wednesday 10 – 11:20	Standard Memo And Letters Test Wednesday 10 – 11:20  Chapter 8 due Friday before the end of class
8	 <b>Chapter 9 – Maintaining Documents</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed   <b>Chapter 10 – Managing and Printing Documents</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul> SUBMIT for grading those assessments listed 	Chapter 9 due Wednesday before the end of class Chapter 10 Due Monday, at the beginning of class, of week 9
9	<b>UNIT TWO TEST Monday 10:00 – 11:30</b>   <b>Chapter 11– Inserting Images</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments	Chapter 11 due Friday before the end of class

Week	Reading and Assignments	Requirements Due
10	 <b>Chapter 12 – Inserting Shapes and Word Art</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed	Chapter 12 due Friday before the end of class
11	 <b>Chapter 13 – Creating Tables</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments  <b>Chapter 14 – Enhancing Tables</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments	Chapter 13 due Wednesday by the end of class  Chapter 14 Due Monday at the beginning of class
12	 <b>Chapter 15 Charts</b> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments  <b>UNIT THREE TEST Friday 10:00 – 11:20</b>	Chapter 15 due Friday before the end of class  Unit Three Exam on Friday
13 & 14	<b>Microsoft Office Specialist (MOS) Core Level EXAM</b> <b>OR</b> <b>FINAL EXAM 12 HOURS</b>  <b>Begins December 1 – Final Exam Week Timeslot TBA</b>	Complete the MOS practice exam before Friday at 3:00 on Week 13