



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – Spring/Summer 2021
OA1075 WORD EXPERT 3 (3– 0 – 1.5) 67.5 Hours 13 Weeks

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Contact

Any time by appointment. E-mail me anytime!

Hours

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 Level I

TEXT AND MATERIALS:

Rutkowski, Nita Benchmark Series: Microsoft Word Level II AND

Rutkowski, Nita Benchmark Series: Microsoft Word Level III

Office Administration Formatting Guide (in-house)

CREDIT/CONTACT HOURS: 3 Credits 67.5 hours

DELIVERY MODE(S): ONLINE LEARNING

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 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 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
- Compare and combine multiple documents
- Link to external document content
- Customize the Quick Access toolbar

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

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

- 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 Specialized Tables

Upon completion of this chapter you will be able to:

- Record and store a macro in the default template
- Insert a table of authorities
- Update or delete a table of authorities
- Mark text for an index 4 Insert an index
- Create a concordance file
- Use a concordance file to create an index
- Update or delete an index

COURSE POLICY

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

- Assignments are to be completed in Cirrus or uploaded to our course site on the due date.
- Examinations will be completed at specific dates/times and during the final exam time set by the Registrar's Office. No make ups for missed exams.
- 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, Formatting tests and Final Exam.
- All assigned work and exams must be completed in order to get a passing grade in the course.

EVALUATIONS:

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

Cirrus Guide and Practice Tutorials	5%
Cirrus Activities Practice exercise	5%
Cirrus End of Chapter Assessments	20
<u>Unit Tests:</u>	
Unit 1 Test	20%
Unit 2 Test	20%
Final Exam	30%
TOTAL	100%

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-**.

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.

GRADING CRITERIA:

Each assignment is graded out of a possible mark of 10. 2 marks are deducted for each format, spelling, punctuation or other error. 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. Please see grading rubrics for full details.

STUDENT RESPONSIBILITIES:

Refer to 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

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

OA1075 A2 COURSE SCHEDULE/TENTATIVE TIMELINE:

This is a continuation of your Word Level I course. It is scheduled over a 15 week period. Those students opting to complete their MS Word Microsoft Certification Test must book a practice and training session by contacting the GPRC Testing Center, MOS Testing Center Administrator. Those students having the Specialist Certificate will have the option of taking the Expert Level Word Certification.

Week	Reading and Assignments
1	Course Outline and Zoom meeting LEVEL II UNIT 1 FORMATTING AND CUSTOMIZING DOCUMENTS  Chapter 1 – Applying Advanced Formatting
2	 Chapter 2 – Proofing Documents
3	 Chapter 3 – Inserting Headers Footers & References
4	 Chapter 4 – Creating Specialized Tables & Navigating In a Document
5	Unit 1 Test
6	LEVEL II UNIT 2 EDITING AND FORMATTING DOCUMENTS  Chapter 5 – Customizing Objects and Creating Charts
7	 Chapter 6 – Merging Documents
8	 Chapter 7 – Managing Building Blocks
9	Unit 2 Test
10	Chapter 1 Designing with Styles
11	Chapter 2 Formatting with Styles Assignments
12	Chapter 3 Creating Forms Assignments
13	Chapter 4 Creating Forms
14	Chapter 5 Specialized Tables
15	Final Exam

