

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2007

OA 1080 - MICROSOFT WORD 2000 - A CORE LEVEL COURSE

- Prerequisite:** None
- Instructors:** Sharon Barr, e-mail: barr@gpcc.ca.ab
- Textbooks:** Nita, Microsoft Word 2000 Signature Series, EMC Paradigm, 2000
Ober et al., Gregg College Keyboarding & Document Processing for Windows, 8th Edition, McGraw-Hill, 1997

Course Description: This course focuses on the word processing skills necessary for the production of professional business documents including: letters, memos, reports, and tables. Emphasis is on the skills students need to master the Core Certification exam in Word 2000. These skills are listed on the course objectives.

Course Objectives: The student will:

Correctly apply the software program to produce basic office documents in accordance with business standards and within reasonable time limitations.

Resolve unexpected problems arising from the use of computer hardware and software.

Word Processing:

The student will continue to use Word 2000 to perform the following Core Level MOUS skills:

Objective	Pages	Chapters
Working with text		
Use the Undo, Redo, and Repeat command	25-27, 93-94	1,3
Apply font formats (Bold, Italic and Underline)	37-38	2
Use the SPELLING feature	183-190	6
Use the THESAURUS feature	199-202	6
Use the GRAMMAR feature	191 - 196	6
Insert page breaks	115-117	4
Highlight text in document	271-272	9
Insert and move text	247-248	8
Cut and copy	249-252, 262, 634	8, 18
Copy formats using Format Painter	80-81	3
Select and change font and font size	39-43	2
Find and replace text	203-214	6
Insert date and time	269-271	9
Insert symbols	51-54	1
Create and apply frequently used text with	196-199	6

AutoCorrect		
Working with paragraphs		
Align text in paragraphs (Center, Left, Right, and Justified)	70-74	3
Add bullets and numbering	81-89	3
Set character, line, and paragraph spacing options	48-51, 74-75, 91-93, 114, 115	2, 3, 4
Use indentation options (Left, Right, First Line, and Hanging Indent)	75-80	3
Use TABS command (Center, Decimal, Left, and Right)	221-238	7
Create an outline style numbered list	88-90, 292-293	7, 9
Set tabs with leaders	231-234	7
Working with documents		
Print a document	7, 11, 152-157	1, 5
Use print preview	122-125	4
Navigate through a document	14-19	3
Insert page numbers		
Set page orientation	117-119	4
Set margins	105-111	4
Use Go To to locate specific elements in a document	214-215	6
Create and modify page numbers	311-314	10
Create and modify headers and footers	299-311	10
Align text vertically	120-121	4
Create and use newspaper columns	277-289	9
Revise column structure	280-289	9
Prepare and print envelopes and labels	157-165	5
Apply styles	289-293	9
Create sections with formatting that differs from other sections	112-113, 310-311	4, 10
Use click & type	128-129	4
Managing files		
Use save	6-7, 10-11	1
Locate and open an existing document	12, 17, 144, 254-256	1, 5, 8
Use Save As (different name, location, or format)	20-21	1
Create folder	136	5
Use the Office Assistant	55-61	2
Send a Word document via e-mail	165-166	5

The student will use Word 2000 to perform the following Core Level MOUS skills:

Working with text		
Cut, Copy, and Paste Special using the Office Clipboard	249-252, 262, 634	8, 18
Working with paragraphs		
Apply borders and shading to paragraphs	431-437	14
Working with documents		
Use Web Page Preview	542	16

Managing files		
Create a new document using a Wizard	376-377 348-349	9,6
Save as Web Page	540-542	16
Using tables		
Create and format tables	390-396	13
Add borders and shading to tables	390-396	13
Revise tables (insert & delete rows and columns, change cell formats)	404-407	13
Modify table structure (merge cells, change height and width)	397-402 408-409	13

Formatting:

Focus is on advanced document formatting in relation to letters, memos, reports, tables, bibliographies, and table of contents.

Grading:	Chapter Work and Assessments	20%
	Supplementary Assignments	10%
	Production Tests	30%
	Final	40%

Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.

Student Requirements:

ATTENDANCE IS MANDATORY!!!!

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students.

Assignments and test are due on the dates set by the instructor only with permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded.

Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____