

GRANDE PRAIRIE REGIONAL COLLEGE G Sherman
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2220 - WORD PROCESSING III

TEXT: Microsoft Word for Windows 6.0 by Carol M. Cram

PREREQUISITE: OA 2210 - Word Processing Level II.

COURSE DESCRIPTIONS: Using advanced features of Word 7 for Windows '95 to produce documents involving headers and footers, footnotes, page numbering, search and replace, indexes, outlines, merging, advanced tables, desktop publishing and forms design and perform integration between Windows '95 software applications.

COURSE OBJECTIVES: The student shall successfully perform advanced functions of the word processing software - Microsoft Word 7 for Windows '95. The student will be required to apply the basic knowledge and applications by completing practical exercises and assignments.

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| GRADING: | Assignments | 30% |
| | Tests, Quizzes | 20% |
| | Final Projects | 50% |