

# Grande Prairie Regional College

Department of Office Administration

## COURSE OUTLINE

OA 2280 A2, Microsoft Word 2013

Expert Level (3) 9 hours a week - 7.5 weeks - 67.5 hours

FALL 2014

Monday – Friday 10 – 11:30 am. A313 and Friday 2:30 – 4:00 p.m. A313

**Instructor** Sharron Barr

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### **Contact Hours**

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course. OR come and see me during my office hours or by appointment at your convenience.

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### **Required Computer Hardware & Software (if working at home):**

**Microsoft Office Professional Suite 2013** including Word 2013, Excel 2013, Access 2013, PowerPoint 2013, and Outlook 2013.

**Windows 8**

**Internet**

**E-mail**

### **PC System Minimum Requirements**

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free
- RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

## **Printer Minimum Requirements**

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

## **Required Text/Resource Materials:**

Rutkowski, Nita Signature Series: Microsoft Word 2013 - Text with data files CD  
ISBN: 978-0-76385-199-6



Department of Office Administration Production Work Exercise Guide (in-house)  
Formatting Guide  
Dictionary

**Credit/Contact Hours:** 67.5 hours 7.5 weeks

**Delivery Mode(s):** Lecture Lab

## **Description:**

This course focuses on the expert level word processing skills necessary for production of business documents. Emphasis is on the skill sets students need to master the Expert Certification (MCAS) exam in Word. These skills are listed in the course objectives.

## **Objectives:**

Students will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents
- 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 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 disks and information
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude and respect for other individuals.

## **Course Policy**

- Students are encouraged to access the resource center and view the PowerPoint tutorials for each chapter [www.emcp.net/SignatureWord13](http://www.emcp.net/SignatureWord13) **Lecture Hall** PowerPoint Presentations
- Assignments are due on the dates set by instructor. Late assignments not accepted.

- Assignments are to be submitted in print or electronic copy (using the digital drop box) by the deadline date. Please check schedule as some assignments will require Print Screens to be sent.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 3 p.m.
- The final examination will be a 10 hour practical exam. The exam will run in six 1.5 hour slots as scheduled during the final week of class and into the final exam week.
- NOTE: IN LIEU OF THE 10 HOUR EXAM STUDENTS MAY REQUEST TO TAKE THE MOS CERTIFICATION WORD 2013 TEST (see Grading Criteria)
- Academic honesty: please refer to page 47 of your College Calendar
- **All course assignments must be completed and marked in order to attempt the Unit tests and Final Word Exam.**
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

### Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Text Assignments	20%
Production Work Assignments	15%
Timed Assignments	5%
Tests	30%
Unit 4 Test	5%
Unit 5 Test	5%
Unit 6 Test	5%
Merge Test	5%
Long Document Test	5%
Production Final	30%

\*Note: The final production test must be completed in the final week of class during the assigned times for total of 8 hours. Completed components are e-mailed to sbarr@gprc.ab.ca at the end of each exam time. There are no extensions for this exam. All course work must be completed in order to qualify to take the final exam. In lieu of the final exam, successful completion of the MOS Exam = A+ exam grade will be assessed. There is a cost component to the MOS Test and tests must be booked after the last assignment is completed. All tests can be booked with Grace Walton [gwalton@gprc.ab.ca](mailto:gwalton@gprc.ab.ca) and payment is due prior to writing the exam. MOS exams are 45 minutes in length and students will receive MOS Certificate from Microsoft which is a globally recognized certification. This test is only available on-site at the GPRC campus unless a MOS Testing Centre is located in your local area. Therefore, if distance students wish to select this option for their final exam appointment, special on-site arrangements can be made with your instructor for the practice test and on-site test


Grades will be assigned on the Letter Grading System.




**Office Administration Department  
Grading Conversion Chart**


<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## Course Schedule (8 week rotation):

*This is a continuation of your Word 2013 course. It is scheduled over a 8 week period. Those students opting to complete their MS Word Test MUST BOOK A PRACTICE AND TRAINING SESSION BY - Mid - NOVEMBER AND THE MOS EXAM BY the 1<sup>st</sup> Week in December or OPT. TO TAKE THE 10 HOUR FINAL*

Week	Assignment	Assigned Work Due Dates and Times
<b>1 or 8</b>	<p>Carefully Read to Understand:            Course Welcome            Course Outline            Course Schedule            Create OA2280 Word Folder on H: drive            Copy to your Hard Disk Drive H: all data files from Word 2013 text Student Data Files or from the Resource Centre</p> <p><b>TIMED ASSIGNMENTS WILL BE GIVEN ON WEDNESDAY'S OF EACH WEEK TO REINFORCE FAST PRODUCTION OF BUSINESS DOCUMENTS.</b></p> <p style="text-align: center;"><b>UNIT FOUR MANAGING DATA</b></p> <p><b>Chapter 16 Merging Documents</b></p> <ul style="list-style-type: none"> <li>• Creating Form Letters Using Mail Merge</li> <li>• Creating Custom Field</li> <li>• Adding Fill-in Fields</li> <li>• Creating Mailing Labels Using the Mail Merge Wizard</li> </ul> <p>EXTRA MAIL MERGE ASSIGNMENTS</p> <p><b>Timed Assignment I – Wednesday</b></p>	<p>Chapter 16 and Extra Merge Assignments            Due: Friday 3 p.m.</p> 
<b>2 or 9</b>	<p><b>Chapter 17 Managing Lists</b></p> <ul style="list-style-type: none"> <li>• Inserting Custom Numbers and Bullets</li> <li>• Inserting Multilevel Lists Numbering</li> <li>• Inserting Special Characters</li> </ul> <p><b>Chapter 18 Sorting and Selecting: Finding and Replacing Texts</b></p> <ul style="list-style-type: none"> <li>• Sorting Text in Paragraphs</li> <li>• Sorting Records</li> <li>• Selecting Records</li> </ul> <p><b>Chapter 19 Customizing Headers and Footers</b></p> <ul style="list-style-type: none"> <li>• Controlling Text Flow</li> <li>• Controlling Text Layout</li> </ul> <p><b>Chapter 20</b></p> <ul style="list-style-type: none"> <li>• Using Comments</li> <li>• Tracking Changes</li> <li>• Customizing Track Changes</li> <li>• Comparing Documents</li> <li>• Combining Documents</li> </ul> <p><b>Timed Assignment II – Wednesday</b></p>	<p>Chapter 17, 18, 19, 20            Due: Friday 3 p.m.</p>

Week	Assignment	Assigned Work Due Dates and Times
3 or 10	<p align="center"><b>UNIT FIVE CUSTOMIZING DOCUMENTS AND FEATURES</b></p> <p><b>Chapter 21 Inserting and Customizing Quick Parts</b></p> <ul style="list-style-type: none"> <li>• Inserting Quick Parts</li> <li>• Saving Building Block Content</li> <li>• Inserting Document Properties</li> <li>• Inserting Fields</li> </ul> <p><b>Chapter 22 Customizing AutoCorrect and Word Options</b></p> <ul style="list-style-type: none"> <li>• Customizing AutoCorrect</li> <li>• Customizing the Quick Access Toolbar</li> <li>• Customizing the Ribbon</li> <li>• Importing and Exporting Customizations</li> <li>• Customizing Word Options</li> </ul> <p><b>Chapter 23 Customizing AutoCorrect and Word Options</b></p> <ul style="list-style-type: none"> <li>• Creating Custom Themes</li> <li>• Applying Saving Editing Resetting and Deleting Themes</li> </ul> <p><b>Chapter 24 Formatting with Styles, and Modifying Styles, Style Sets</b></p> <ul style="list-style-type: none"> <li>• Applying Creating Modifying Displaying Revealing Saving Styles and style sets</li> <li>• Creating Multilevel List and Table Styles</li> <li>• Using the Style Inspector</li> </ul> <p><b>Chapter 25 Protecting and Sharing Documents</b></p> <ul style="list-style-type: none"> <li>• Tracking Changes</li> <li>• Restricting Changes</li> <li>• Advanced Document Protection Features</li> <li>• Modifying the Location of Workgroup Templates</li> </ul> <p><b>Timed Assignment III – Wednesday</b></p>	<p>Chapters 21, 22, 23, 24, 25 Due: Friday 3 p.m.</p> 
4 or 11	<p align="center"><b>UNIT SIX REFERENCING DATA</b></p> <p><b>Chapter 26 Inserting Endnote, Footnotes, and References</b></p> <ul style="list-style-type: none"> <li>• Creating and Formatting Footnotes and Endnotes</li> <li>• Editing Footnotes and Endnotes</li> </ul> <p><b>Chapter 27 Creating Indexes</b></p> <ul style="list-style-type: none"> <li>• Creating an Index</li> <li>• Creating a Concordance File</li> </ul> <p><b>Chapter 28 Creating Specialized Tables</b></p> <ul style="list-style-type: none"> <li>• Compiling a Table of Contents</li> <li>• Creating a Table of Figures</li> <li>• Creating a Table of Authorities</li> </ul> <p><b>Chapter 29 Creating Forms</b></p> <ul style="list-style-type: none"> <li>• Creating Forms</li> <li>• Editing and Customizing Forms</li> <li>• Filling In and Printing Form Documents</li> <li>• Extra Forms Assigned</li> </ul> <p><b>Chapter 30 Using Outline View and Formatting with Macros</b></p> <ul style="list-style-type: none"> <li>• Creating and Outline</li> <li>• Creating a Master Document and Subdocuments</li> <li>• Recording a Macro</li> </ul> <p><b>Timed Assignment IV – Wednesday</b></p>	<p>Chapters 26, 27, 28, 29, 30 Due: Friday 3 p.m.</p>  

Week	Assignment	Assigned Work Due Dates and Times
5 or 12	<p style="text-align: center;"><b><u>TESTING WEEK</u></b></p> <p style="text-align: center;"><i>UNIT 4, 5, 6 TESTS</i></p> <p style="text-align: center;"><i>MERGING TEST</i></p> <p style="text-align: center;"><i>LONG DOCUMENT</i></p> <p style="text-align: center;"><i>TWO PAGE MERGE</i></p> <p><b>Timed Assignment IV – Wednesday</b></p>	
6 or 13 7 or 14	<p><b>Start Final Exam – 10 hours or MOS Test</b></p> <p><b>Your MOS test must be complete by December 5. Be be aware that you will need to practice once or twice before taking the MOS Word.</b></p> <p><b>If you choose to do the class exam it will run for 10 hours and run from December 4 to Final Exam Week 3 hour time TBA</b></p>	

# Microsoft Office Specialist Exam Skill Standards: Word 2013

## Microsoft Office Word 2013

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2013 Exam are provided to assist in your exam preparation. Training Centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

## Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

## Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

## Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents, envelopes, and labels

## Managing Documents

- Manage files and folders for documents
- Create documents using templates

- Save documents using different names and file formats

## **Working with Graphics**

- Insert images and graphics
- Create and modify diagrams and charts

## **Workgroup Collaboration**

- Compare and Merge documents
- Insert, view, and edit comments
- Convert documents into Web pages

# **Microsoft Office Specialist Exam Skill Standards: Word 2013 Expert**

### **Microsoft Office Word 2013 Expert**

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2013 Expert Exam are provided to assist in your exam preparation. Training centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

## **Customizing Paragraphs**

- Control pagination
- Sort paragraphs in lists and tables

## **Formatting Documents**

- Create and format document sections
- Create and apply character and paragraph styles
- Create and update document indexes and tables of contents, figures, and authorities
- Create cross-references
- Add and revise endnotes and footnotes
- Create and manage master documents and subdocuments
- Move within documents
- Create and modify forms using various form controls
- Create forms and prepare forms for distribution

## Customizing Tables

- Use Microsoft Excel data in tables
- Perform calculations in Word tables

## Creating and Modifying Graphics

- Create, modify, and position graphics
- Create and modify charts using data from other applications
- Align text and graphics

## Customizing Word

- Create, edit, and run macros
- Customize menus and toolbars

## Workgroup Collaboration

- Track, accept, and reject changes to documents
- Merge input from several reviewers
- Insert and modify hyperlinks to other documents and Web pages
- Create and edit Web documents in Word
- Create document versions
- Help protect documents
- Define and modify default file locations for workgroup templates
- Attach digital signatures to documents

## Using Mail Merge

- Merge letters with a Word, Excel, or Microsoft Access data source
- Merge labels with a Word, Excel, or Access data source
- Use Microsoft Outlook data as a Mail Merge data source

**More information regarding Microsoft MOS Certification, visit your student resource text website and click the Certification Info link.**