

COURSE OUTLINE - WINTER 2006

CP 0101 3(3-0-0) – Introduction to Word 2003

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Office Hours

Tuesday and Thursday 10:00 – 11:00 am or

by appointment

Prerequisites:

CP0100 or keyboarding skills of 20 words per minute.

Text Book: Essentials: Microsoft Word 2003 Brief, 4/E, Prentice Hall, 2003

<u>Course Description</u>: This introductory course is intended to provide the students with basic knowledge, understanding and appreciation of fundamental word processing. Students will explore basic concepts related to creating, formatting and enhancing documents, incorporating graphics, text boxes, tables, and editing features.

<u>Course Delivery</u>: The goal of this course is to help students become comfortable using Microsoft Word as an office productivity tool. Basic word processing, such as word-wrap, justification, editing, formatting, styles, and design will be introduced. Some basic Windows file management; including saving and copying will be reviewed. Students will learn to use editing features such as spell check, and grammar check. Graphic elements such as clip art and WordArt will be used to enhance documents.

Attendance and Lateness: Regular attendance is expected of all students as it is crucial to passing the course. Students missing more than 25% of lectures may be required to withdraw from the course, and/or may be given a failing grade. Lateness will not be permitted as it disrupts the class.

Credit/Contact Hours:

This is a 3 credit course with 2 lectures per week. Students are expected to attend all lectures.

<u>Tests and Exams</u>: All tests and exams MUST be written at the schedule times, unless PRIOR arrangements have been made with the instructor(s).

A missed test or exam will result in a mark of zero for that test/exam.

Course Schedule CP0101 A3 2006

	T'-	D. J / A
Date	Topic	Readings / Assignments
	Introduction to Word 2003	
Thurs.	CP0101 A3	
Jan.05		
1	Project 1: Taking a Tour of Word 2003	Project 1: Taking a Tour of Word 2003
	Explore the Word screen	
Jan.10	Use menus and toolbars	
Tues	Enter text in a document	
	Save a document	
Jan.12	Correct spelling and grammatical errors	
Thurs	Preview and print a document	
	Get Help	
	Close a document and exit Word	
Jan.17	Project 1 TEST 1	
Tues.		
2	Project 2: Working with a Document	Project 2: Working with a Document
Jan.19	Open a Document	
Thurs.	Save a document with a different name in a	
	new folder	
Jan.24	Scroll and use Select Browse Object	
Tues.	Insert text	
	Select, delete, and change text	
	Create a table from existing text	
	Apply a bulleted list	
	Insert page numbers	
	Change view modes	
Jan.26	Project 2 TEST 2	
Thurs.		

Jan.31 Tues. Apply and modify character formats Change the font, size, and color Apply font effects and character spacing Copy formats with Format Painter Highlight text Insert symbols and special characters Display formatting marks and hidden text Insert nonbreaking spaces and hyphens Feb.07 Tues. Project 3 TEST 3 Project 4: Editing Documents Feb.09 Insert and modify date and time fields Change the case of text Cut, copy, and paste text Copy between document windows Use AutoCorrect Use Thesaurus and other language options Review word counts Feb.16 Thurs. Project 5: Formatting Paragraphs Set line and paragraph spacing Select text alignment Indent text Customize bulleted and numbered list Add borders and shading Clear, set, and modify tabs Reveal and clear formats Mar.07 Tues. Project 5: TEST 5 Tues. Project 6: Formatting Documents Set margins Insert section and page breaks Set vertical alignment Prevent text from separating across page breaks Create haders and footers Navigate with the Document Map Create and print envelopes and labels Mar.16 Project 7: Creating and Formatting Project 7: Creating and Form	3	Project 3: Formatting Text	Project 3: Formatting Text
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/ Troject /. Creating and rormatting rabies ribject /. Creating and rormatting	7	Project 7: Creating and Formatting Tables	Project 7: Creating and Formatting

		Tables
Mar.21	Create a table	
Tues.	Insert rows and columns	
Tucs.	Delete rows and columns	
Mar.23	Adjust column width and row height	
Thurs	Format cells	
Tituis	Apply shading and borders	
	Move and position a table	
	Use Table AutoFormat	
	OSC LADIC AUTOFULIIIAU	
Mar.28	Project 7 TEST 7	
Tues.	Troject / TEST /	
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0	Project 8: Inserting and Formatting	Project 8: Inserting and Formatting
Mar.30	Graphics	Graphics
	Toward on Succession	
Thurs	Insert an image	
	Size an image	
Apr.04	Wrap text and position an image	
Tues.	Inserting a text box	
	Apply a border and fill color	
Apr.06	Create WordArt	
Thurs.	Preview and save a document as a web page	
Apr.11	Project 8 TEST 8	
Tues.		
Apr.13		Review and
Thurs.		Final Exam (TBA)

<u>Course Objectives</u>: The **Word Processing** course requires the learner to demonstrate the ability to use a word processing application on a personal computer.

The learner shall understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution.

The learner shall demonstrate competence in using some of the more advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, and importing objects.

The learner shall gain an awareness of Word Processing by following the conceptual framework of material with hands – on exercises that enable you to apply what you have learned.

Upon completion of this course, the learner shall demonstrate a general working knowledge of Word 2003 suitable for practical application with

other course work within the department.

<u>**Grading Criteria:**</u> The final grade will be based on the following components as per the scheme below.

Test (Project 1)	5%
Test (Project 2)	5%
Test (Project 3)	5%
Test. (Project 4)	5%
Test. (Project 5)	5%
Test (Project 6)	5%
Test (Project 7)	5%
Test (Project 8)	5%
Project Assignments Challenge Activities	16% 24%
Attendance and participation.	5%
Final Exam	<u>15%</u>
Total	100%

Classroom/Lab Behavior and Decorum



When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following professional business behavior will be expected of all students at all times:



Turn off all cell phones and pagers. In

consideration of others, do not use cell phones or pagers in a classroom or lab. The ringing of such devices is not permitted in a classroom or lab. We understand that these devices are important to you and your family, so set your device to "manner mode," and then excuse yourself politely from the room in the event you need to speak with someone.



No talking and no keyboarding when the Meeting Leader (professor, supervisor, guest speaker, or classmate) is talking to the group. This behavior is not tolerated in business meetings.



Our maintenance staff works hard to keep our classrooms and labs clean for you, and food and drinks are what make a classroom messy, smelly, and unpleasant. Thus, **no food or drinks except** water are permitted in the classroom at any time.



Treat all individuals in the class with respect and kindness. Be willing to help others in the classroom—research has shown that the best way to learn something is to teach someone else!



Be on time and phone the professor before class if you are unable to attend class.



Office: 539-7670



Do not display on your computer screen, any material or Web sites that would be offensive or hurtful to others in the classroom or lab.