



Grande Prairie Regional College
School of Business
Department: Academic Upgrading

COURSE OUTLINE – WINTER 2006

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

Instructor	William Shaw	Phone	539-2713 (office) 539-7670(home)
Office	C207	E-mail	bshaw@gprc.ab.ca
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

Course Description: 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.

Course Delivery: 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.

Tests and Exams: 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

Date	Topic	Readings / Assignments
Thurs. Jan.05	Introduction to Word 2003 CP0101 A3	
1 Jan.10 Tues Jan.12 Thurs	Project 1: Taking a Tour of Word 2003 Explore the Word screen Use menus and toolbars Enter text in a document Save a document Correct spelling and grammatical errors Preview and print a document Get Help Close a document and exit Word	Project 1: Taking a Tour of Word 2003
Jan.17 Tues.	Project 1 TEST 1	
2 Jan.19 Thurs. Jan.24 Tues.	Project 2: Working with a Document Open a Document Save a document with a different name in a new folder Scroll and use Select Browse Object Insert text Select, delete, and change text Create a table from existing text Apply a bulleted list Insert page numbers Change view modes	Project 2: Working with a Document
Jan.26 Thurs.	Project 2 TEST 2	

3	Project 3: Formatting Text	Project 3: Formatting Text
Jan.31 Tues.	Apply and modify character formats	
	Change the font, size, and color	
	Apply font effects and character spacing	
Feb.02 Thurs	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	
4	Project 4: Editing Documents	Project 4: Editing Documents
Feb.09 Thurs.	Insert and modify date and time fields	
	Change the case of text	
	Cut, copy, and paste text	
Feb.14 Tues	Copy between document windows	
	Undo and redo actions	
	Use AutoCorrect	
	Use Thesaurus and other language options	
	Review word counts	
Feb.16 Thurs.	Project 4 TEST 4	
5	Project 5: Formatting Paragraphs	Project 5: Formatting Paragraphs
Feb.28 Tues.	Set line and paragraph spacing	
	Select text alignment	
	Indent text	
Mar.02 Thurs.	Customize bulleted and numbered lists	
	Create an outline numbered list	
	Add borders and shading	
	Clear, set, and modify tabs	
	Reveal and clear formats	
Mar.07 Tues.	Project 5 TEST 5	
6	Project 6: Formatting Documents	Project 6: Formatting Documents
Mar.09 Thurs.	Set margins	
	Insert section and page breaks	
	Set vertical alignment	
Mar.14 Tues.	Prevent text from separating across page breaks	
	Create headers and footers	
	Navigate with the Document Map	
	Create and print envelopes and labels	
Mar.16 Thurs.	Project 6 TEST 6	
7	Project 7: Creating and Formatting Tables	Project 7: Creating and Formatting

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

Course Objectives: 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.

Grading Criteria: 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	16%
Challenge Activities	24%
Attendance and participation.	5%
Final Exam	<u>15%</u>
Total	100%

Classroom/Lab Behavior and Decorum



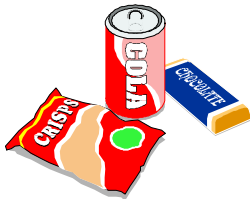
When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following professional business behavior will be expected of all students at all times:



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.

Bill Shaw
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.

