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Course Syllabus MSW101

MICROSOFT WORD PROCESSING

Course Description:
An overview of the production of documents, tables, and graphics.

Prerequisites:
Basic computer and keyboarding skills recommended

Goals and Purposes:
The purpose of this course is to teach students to identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents.

Learning Outcomes:

- Launch Word and navigate the editing screen.
- Create and edit a Word document.
- Use the proofing tools.
- Apply character formatting and themes.
- Set and modify tab stops.
- Format paragraphs.
- Preview and print a document.
- Print envelopes and labels.
- Work with columns, pictures, diagrams, and charts.
- Create basic tables.
- Use templates and wizards.
- Compare and merge documents.
- Integrate Word with other Office applications.
- Customize tables.
- Work with multipage documents.
- Create custom styles and control pagination.
- Use the mail merge wizard.
- Use other mail merge features.
- Sort text and tables.
- Create and modify document references.

- Work with drawing objects and graphics.
- Workwith large documents.
- Use online forms.
- IntegrateWord documents with the Internet.
- Use macros.
- Manage files

Recommended Texts, Materials

Microsoft Word 2016: Comprehensive, Vermaat, Cengage Learning, 2017,ISBN:9781305871014.