

COURSE OUTLINE

CMSY-102

Beginning Word Processing

1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use features of Word that include formatting, headers and footers, editing, and find and replace. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software. Prerequisite: Keyboarding skills.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. List the components of a computer and identify what each component does.
2. Create, print, revise, and change the format of documents.
3. Use left, decimal, leader, center, and right tab stops.
4. Create and edit headers, footers, and page numbers.
5. Move text from one page to another.
6. Use bold, underline, center, and indent.
7. Change fonts and text appearance.
8. Analyze requirements of a project and decide which functions and capabilities of the word processor will accomplish the task.
9. Use Help, Spell Check, Grammar Check, and Thesaurus.
10. Perform file management tasks.
11. Insert special characters into documents
12. Insert, size, and format clipart, text boxes, tables, charts, and columns.

Major Topics

- I. Creating and Saving Documents
 - A. Using Help
 - B. Moving within documents
 - C. Using Spelling and grammar check
- II. Formatting Characters
 - A. Inserting special symbols and characters
 - B. Using colors, bold, italics, font sizes, etc.
- III. Formatting Paragraphs
 - A. Changing alignment, indentions, line spacing, and margins
 - B. Working with tabs
 - C. Inserting bullets and numbered lists
 - D. Using hyphenation and nonbreaking spaces
- IV. Document Formatting

- A. Changing alignment
- B. Inserting and modifying headers, footers, and page numbers

- V. Editing Documents
 - A. Using cut, copy, and paste
 - B. Finding and replacing text and formatting

- VI. Newspaper Columns and Tables

- VII. Graphics, Charts, and Diagrams

- VIII. Templates, Web Pages, Hyperlinks, Comments, and Tracking Changes

- IX. Envelopes and Labels

- X. File Management
 - A. Creating folders
 - B. Moving, Copying, deleting and renaming documents

Course Requirements

- Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:
1. Multiple choice, true/false tests
 2. Computer hands-on tests
 3. Comprehensive project

Other Course Information

Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.
This course is a business elective.