

**COURSE OUTLINE**  
**CMSY-104**  
**Advanced Word Processing**  
**1 Credit**

**HOWARD COMMUNITY COLLEGE**

**Description**

After successful completion of this course, the student will be able to use advanced features of Microsoft® Word that include customizing and automating Word's features; navigating in a document; creating source references, specialized tables and indexes; working with shared documents; and protecting documents. 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 for the course (except tests) may be done outside of class if student has compatible software.

Prerequisite: CMSY-102.

**Overall Course Objectives**

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

1. Customize paragraphs and pages.
2. Create charts.
3. Proof documents.
4. Customize the formatting of documents.
5. Navigate in a document.
6. Sort items in a document.
7. Create source references, tables of contents, and indexes.
8. Insert comments and track changes to a document.
9. Use various methods for protecting documents.

**Major Topics**

- I. Customizing bulleted and numbered lists and headers and footers
- II. Creating and formatting charts
- III. Proofing documents and using Word's research tools
- IV. Using AutoCorrect and working with fields
- V. Working with themes, styles, bookmarks, and hyperlinks
- VI. Sorting text and data source records
- VII. Creating and formatting footnotes and endnotes
- VIII. Creating and formatting tables of contents, tables of figures, and indexes
- IX. Inserting comments in a document and tracking changes to a document
- X. Protecting documents and using a digital signature

**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:

- Multiple choice, true/false tests
- Computer hands-on tests
- Projects

**Other Course Information**

*Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.*  
This course is a business elective.