

COURSE OUTLINE

CMSY-104

Advanced Word Processing

1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use advanced features of Word that include graphics, forms, merge, tables, sorting, styles and macros. 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. Merge documents.
2. Use advanced table features such as adding formulas and sorting.
3. Use advanced graphics features such as grouping and layering.
4. Work with master documents.
5. Apply borders and shading.
6. Create tables of contents, indexes, cross-references, and bookmarks.
7. Create and run AutoText entries and macros.
8. Create and modify forms.
9. Protect documents and use digital signatures.
10. Use WordArt, watermarks, and drop caps.
11. Insert endnotes and footnotes.
12. Use Wizards.
13. Create and apply styles.

Major Topics

- I. Working with Sections and Controlling Page Breaks
- II. Inserting WordArt, Watermarks, Drop Caps, Borders, and Shading
- III. Inserting Endnotes, Footnotes, Tables of Contents, Bookmarks, and Cross-References
- IV. Merging
- V. Protecting Documents
- VI. Creating AutoText Entries and Macros
- VII. Using Master Documents and Document Versions
- VIII. Using Wizards
- IX. Creating and modifying Styles
- X. Creating and modifying Forms

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.

This course is a business elective.