Noncredit   Glendale Community College
Course ID 000219   December 2015

COURSE OUTLINE

Office Business Technology 100
Beginning Microsoft Word

Catalog Statement

Office Business Technology 100 is a basic introduction to word-processing using Microsoft Word. This is a beginning level course that teaches students how to create, edit, print, and store simple documents. The course also includes formatting, search and replace, creating columns, and headers/footers.

Total Lecture Units: 0.0
Total Laboratory Units: 0.0
Total Course Units: 0.0

Total Lecture Hours: 48.0
Total Laboratory Hours: 0.0
    Total Laboratory Hours To Be Arranged: 0.0
Total Faculty Contact Hours: 48.0

Recommended preparation: ESL030, typing speed of 25wpm, and OBT 070 or equivalent.

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
- decode short reading passages
- comprehend dialogues, role playing, and lectures
- converse at a functional level adequate for everyday use.
- define a computer and categorize computers;
- explain the difference between application software and system software;
- demonstrate the use of a mouse;
  describe the basic components of a computer.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
- create, edit, save, retrieve, and print documents;
- apply character, paragraph, page, and document formatting;
- apply spell check;
- apply file maintenance on files and folders.

Course Content   **Total Faculty Contact Hours = 48.0**

Creating, Printing, and Editing Word Documents **(4 hours)**
    Open Microsoft Word
    Creating a Word document
        Saving a document
        Naming a document
        Canceling a command
        Turning on/off and maneuvering in the task pane
        Closing a document
        Printing a document
    Exiting Word and Windows
    Opening a document
    Expanding drop down menus
    Displaying toolbars
    Editing a document
        Moving the insertion point with the mouse
        Scrolling with the mouse
    Moving the insertion pint with the keyboard
    Saving a document with the mouse
    Selecting text
        Inserting text with the mouse
        Select text with the keyboard
    Using the undo and redo buttons
Formatting Characters and Using Help **(3 hours)**
    Formatting characters
    Change the font
        Using the font dialog box
        Adjusting character formatting
        Animating text
        Changing font and font effects using buttons
    Formatting with format painter
    Inserting symbols and special characters
        Changing the font for symbols
        Inserting special characters
        Creating ordinals
    Using autocomplete
    Changing text case
    Highlighting text
    Insert the date and time
    Using help
        Getting help using the ask a question text box
        Displaying the Microsoft word help task pane
        Using screen tips
Formatting Paragraphs **(4 hours)**
    Formatting paragraphs
        Changing the alignment of text in paragraphs
        Changing alignment at the paragraph dialog box

Spacing before and after paragraphs
Indenting text in paragraphs
Creating numbered and bulleted paragraphs
Applying bullets and numbering using the bullets and numbering dialog box
Inserting custom bullets
Changing line spacing
Repeating the last action
Revealing formatting
Comparing formatting
Apply borders and shading
Creating a border with the border button
Adding borders and shading
Manipulating tabs
Manipulating tabs on the ruler
Selecting tabs
Moving tabs
Deleting tabs
Manipulating tabs at the tabs dialog box
Clearing tabs
Setting tabs
Setting leader tabs
Formatting Documents and Sections **(6 hours)**
Preparing multiple-page documents
Changing the view
Changing the margins
Changing page orientation
Inserting hard page break
Previewing a document imprint preview
Inserting a section break
Changing the document zoom
Displaying the full screen
Changing the reading layout view
Navigating in reading layout view
Customizing the reading layout view
Vertically aligning text
Using the click and type feature
Creating newspaper columns
Formatting sections
Creating newspaper columns with the columns button
Creating newspapers columns with the columns dialog box
Inserting a columns and/or page break
Balancing columns on a page
Editing text in columns
Removing column formatting
Checking the spelling and grammar of a document
Editing while spelling checking
Displaying word, paragraph, and character counts
Customizing autocorrect

Adding words to autocorrect
Deleting words from autocorrect dialog box
Using the thesaurus
Maintaining Documents **(6 hours)**
Maintaining documents
Creating a folder
Renaming a folder
Selecting documents
Deleting documents and folders
Deleting to the recycle bin
Copying documents
Sending documents to a different drive or folder
Cutting and pasting a document
Deleting a folder and its contents
Opening documents
Printing documents
Closing documents
Saving a document in a different format
Working with blocks of text
Deleting a block of text
Moving a block of text
Copying a block of text
Using the office clipboard a. pasting text using the past special dialog box
Insert one document into another
Working with windows
Arranging windows
Maximizing, restoring, and minimizing documents
Splitting a window
Comparing documents side by side
Cutting and pasting text between windows
Printing documents
Printing specific text on pages
Printing multiple copies
Printing envelopes
Printing labels
Changing label options
Viewing, modifying, printing document properties
Customizing Documents **(5 hours)**
Using autotext
Inserting a built-in autotext entry
Creating an autotext entry
Saving an autotext entry
Inserting an autotext entry
Editing/deleting an autotext entry
Creating a header or footer
Formatting a header or footer
Editing a header or footer
Deleting a header or footer

Create different headers/footers in a document
Creating a first page header/footer
Creating a header/footer for odd/even pages
Insert page numbering in a document
Deleting page numbering
Modifying page numbering format
Finding and replacing text
Finding text
Finding and replacing text
Choosing find check box options
Finding and replacing formatting
Navigating in a document
Using templates and wizards
Creating a document using a template
Creating a document using a wizard
Sharing documents
Creating comments
Tracking changes to a document
Comparing and merging documents
Creating Tables and Charts **(5 hours)**
Creating a table
Entering text in cells
Moving the insertion point within a table
Selecting cells
Selecting in a table with the mouse
Selecting in a table with the keyboard
Selecting cells with the table drop-down menu
Formatting a table
Adding borders and shading
Changing column width
Changing table size with the resize handle
Changing row height
Changing cell alignment
Aligning a table
Changing cell margin measurements
Inserting rows
Inserting columns
Deleting cell, rows, or columns
Deleting cell content
Merging and splitting cells
Formatting with autoformat
Converting text to tables
Creating a table using the tables and borders toolbar
Moving a table
Creating a chart with data in a word table
Sizing and moving a chart
Changing the chart type
Changing the data series

Adding chart elements
Enhancing Documents with Special Features **(7 hours)**
- Creating diagrams and organizational charts
- Insert images in a document
  - Narrowing a search
  - Sizing an image
  - Formatting images with buttons on the picture toolbar
  - Moving an image
  - Formatting images at the format picture dialog box
- Drawing shapes, lines, and text boxes
- Applying styles
  - Applying styles with the style button
  - Clearing formatting
  - Applying styles with options at the styles and formatting task pane
  - Formatting text with style gallery
- Creating an outline
  - Assigning headings
  - Collapsing and expanding outline headings
  - Organizing an outline

Methods of Instruction

The following methods of instruction may be used in this course:
- classroom lecture and demonstration;
- hands on computer exercises;
- group discussion.

Out of Class Assignments

Not Applicable

Methods of Evaluation

The following methods of evaluation may be used in this course:
- skill exercises at end of each chapter.
- final exam.

Textbooks

Rutkosky, Nita. *Benchmark Series Microsoft Word 2013 Level 1*.St. Paul: EMCParadigm, 2014. Print.
10[th]Grade Textbook Reading Level. ISBN: 978-0-76385-387-7

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:
- demonstrate the ability to create, edit, save, and print documents;

- apply document formatting;
- demonstrate the ability to create and format tables;
- demonstrate the ability to create source and data documents for mail merge;
- demonstrate the ability to align graphic elements and images.