

**EASTERN ARIZONA COLLEGE**  
**Advanced Microsoft Word**

**Course Design**  
**2014-2015**

**Course Information**

**Division** Business  
**Course Number** AIS 235J  
**Title** Advanced Microsoft Word  
**Credits** 0.5 - 1  
**Developed by** Derek Rich/Revised by Andy Shaver  
**Lecture/Lab Ratio** 0.5 Lecture = .5 Lecture/0 Lab  
1 Lecture = 1 Lecture/0 Lab

**Transfer Status**

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

**Activity Course** No  
**CIP Code** 52.0400  
**Assessment Mode** Pre/Post Test (20 Questions/100 Points)  
**Semester Taught** Upon Request  
**GE Category** None  
**Separate Lab** No  
**Awareness Course** No  
**Intensive Writing Course** No

**Prerequisites**

None

**Educational Value**

This course is designed for those students who want to track changes in documents, organize a document by using outlining, create and print merged documents, and arrange text and graphics in a document.

**Description**

This course is designed to provide advanced word processing skills to students with prior experience using microcomputers and Microsoft Word. It is recommended that the student have an intermediate knowledge of Microsoft Word and key at a minimum rate of 25 words per minute. Identical to CMP 235J.

**Supplies**

None

## **Competencies and Performance Standards**

### **1. Track changes in documents.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Compare documents.
- b. Accept and reject changes in a document.
- c. Change revision options.
- d. Highlight changes in a document.

#### **Performance Standards**

*Competence will be demonstrated:*

- o In completion of assignments.

*Criteria-Performance will be satisfactory when:*

- o Learner compares documents.
- o Learner accepts and rejects changes in a document.
- o Learner changes revision options.
- o Learner highlights changes in a document.

### **2. Organize documents by using outlining.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Switch to outline view.
- b. Use the outlining toolbar to promote or demote headings.
- c. View only selected heading levels and body text.
- d. Rearrange blocks of text by moving headings.
- e. Combine subdocuments.

#### **Performance Standards**

*Competence will be demonstrated:*

- o In completion of class assignments.

*Criteria-Performance will be satisfactory when:*

- o Learner switches to outline view.
- o Learner uses the outlining toolbar to promote and demote headings.
- o Learner views only selected heading levels and body text.
- o Learner rearranges blocks of text by moving headings.
- o Learner combines subdocuments.

### **3. Create and print merged documents.**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Create a main document.
- b. Create a data source of names and addresses.
- c. Attach an existing data source to a main document.

- d. Merge data source information into a main document.

**Performance Standards**

*Competence will be demonstrated:*

- o In completion of class assignments.

*Criteria-Performance will be satisfactory when:*

- o Learner creates a main document.
- o Learner creates a data source of names and addresses.
- o Learner attached an existing data source to a main document.
- o Learner merges data source information into a main document.

**4. Arrange text and graphics in documents.**

**Learning objectives**

*What you will learn as you master the competency:*

- a. Create columns in a document.
- b. Vary the number of columns within a document.
- c. Insert manual column breaks, and add lines between columns.
- d. Position text within a text box.
- e. Use drop caps.
- f. Add lines and shapes.
- g. Create three-dimensional shapes.
- h. Use hyphenation to separate parts of words on separate lines.
- i. Enter text in overtype mode.

**Performance Standards**

*Competence will be demonstrated:*

- o In completion of class assignments.

*Criteria-Performance will be satisfactory when:*

- o Learner creates columns in a document.
- o Learner varies the number of columns within a document.
- o Learner inserts manual column breaks, and add lines between columns.
- o Learner positions text within a text box.
- o Learner uses drop caps.
- o Learner uses hyphenation to separate parts of words on separate lines.
- o Learner enters text in overtype mode.

**Types of Instruction**

Classroom Presentation

Classroom Application

***Grading Information***

***Grading Rationale***

100% of grade is based on Post-Test

***Grading Scale***

Pass Greater Than 70% on Post-Test

Fail Less Than 70% on Post-Test