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:*
- In completion of class assignments.

*Criteria-Performance will be satisfactory when:*
- Learner creates a main document.
- Learner creates a data source of names and addresses.
- Learner attached an existing data source to a main document.
- 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:*
- 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:*
- In completion of class assignments.

*Criteria-Performance will be satisfactory when:*
- Learner creates columns in a document.
- Learner varies the number of columns within a document.
- Learner inserts manual column breaks, and add lines between columns.
- Learner positions text within a text box.
- Learner uses drop caps.
- Learner uses hyphenation to separate parts of words on separate lines.
- 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