

# EASTERN ARIZONA COLLEGE

## Word Processing Applications

Course Design  
2017-2018

**Course Information**

**Division** Business  
**Course Number** AIS 237  
**Title** Word Processing Applications  
**Credits** 3  
**Developed by** Tammy Campbell/Revised by Dana Barnett  
**Lecture/Lab Ratio** 2 Lecture/2 Lab

**Transfer Status**

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

**Activity Course** No  
**CIP Code** 52.0400  
**Assessment Mode** Pre/Post Test (55 Questions/55 Points)  
**Semester Taught** Fall  
**GE Category** None  
**Separate Lab** No  
**Awareness Course** No  
**Intensive Writing Course** No

**Prerequisites**

None

**Educational Value**

- A. To General Education: Provide valuable skills and insights useful in business operations dealing with word processing.
- B. To Major/Program: This course helps establish marketable skills that will prepare the student for employment as a word processing operator for an electronic office or to provide support for a home-base business.
- C. Other: To be used as an application for home computer use such as: to write personal correspondence, keep personal records, write term papers and reports, and much more.

**Description**

This course provides students with the opportunity to learn word processing for employment purposes or home use and to utilize a microcomputer as a word processor. It is recommended that the student key at a minimum rate of 40 net words per minute.

## **Supplies**

None

## **Competencies and Performance Standards**

### **1. Create and edit a Word document.**

#### ***Learning objectives***

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

- a. Start and quit Word.
- b. Describe the Word window.
- c. Enter text in a document.
- d. Use Spell Check.
- e. Save a document.
- f. Format text, paragraphs, and document elements.
- g. Undo and redo commands or actions.
- h. Insert a picture and format it.
- i. Print a document.
- j. Change document properties.
- k. Open a document.
- l. Correct errors in a document.
- m. Use Word's Help.

#### ***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of assigned exercises and assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner starts and quits Word successfully
- o learner describes the Word window
- o learner enters text in a document
- o learner uses Spell Check
- o learner saves a document
- o learner formats text, paragraphs, and document elements
- o learner can undo and redo commands or actions
- o learner inserts a picture and formats it
- o learner prints a document
- o learner changes document properties
- o learner opens a document
- o learner corrects errors in a document
- o learner uses Word's Help

## 2. Create a research paper.

### **Learning objectives**

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

- a. Describe the MLA documentation style for research papers.
- b. Change line and paragraph spacing in a document.
- c. Use a header to number pages of a document.
- d. Apply formatting using shortcut keys.
- e. Modify paragraph indentation.
- f. Create and modify styles.
- g. Insert and edit citations and their sources.
- h. Add a footnote to a document.
- i. Insert a manual page break.
- j. Create a bibliographical list of sources.
- k. Move text.
- l. Find and replace text.
- m. Use the Research task pane to look up information.

### **Performance Standards**

*Competence will be demonstrated:*

- o in the completion of assigned exercises and skill assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner describes the MLA documentation style for research papers
- o learner changes line and paragraph spacing in a document
- o learner uses a header to number pages of a document
- o learner applies formatting using shortcut keys
- o learner modifies paragraph indentation
- o learner creates and modifies styles
- o learner inserts and edits citations and their sources
- o learner adds footnotes to a document
- o learner inserts a manual page break
- o learner creates a bibliographical list of sources
- o learner moves text
- o learner finds and replaces text
- o learner uses the Research task pane to look up information

## 3. Create a cover letter and a résumé.

### **Learning objectives**

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

- a. Format characters and paragraphs.
- b. Insert and format clip art.
- c. Set and use tab stops.

- d. Identify the components of a business letter.
- e. Insert the current date.
- f. Create and insert a building block.
- g. Insert a Word table, enter data in the table, and format the table.
- h. Use a template to create a document.
- i. Fill in a document template.
- j. Copy and paste using the Office Clipboard.
- k. Indent paragraphs.
- l. Insert a Quick Part.
- m. Sort a list.
- n. Use print preview to view and print a document.
- o. Address and print an envelope.

**Performance Standards**

*Competence will be demonstrated:*

- o in the completion of assigned exercises and skill assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner formats characters and paragraphs
- o learner inserts and formats clip art
- o learner sets and uses tab stops
- o learner identifies the components of a business letter
- o learner inserts the current date
- o learner creates and inserts a building block
- o learner inserts a Word table, enters data in the table, and formats the table
- o learner uses a template to create a document
- o learner fills in a document template
- o learner copies and pastes using the Office Clipboard
- o learner indents paragraphs
- o learner inserts a Quick Part
- o learner sorts a list
- o learner uses print preview to view and print a document
- o learner addresses and prints an envelope

**4. Create a Web page using Word.**

**Learning objectives**

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

- a. Save a Word document as a Web page.
- b. Insert a hyperlink.
- c. Add a background color with a pattern.
- d. Use Windows Explorer to view a Web page.

### **Performance Standards**

*Competence will be demonstrated:*

- in the completion of assigned exercises and skill assessments
- in the completion of unit tests
- on the post test

*Criteria-Performance will be satisfactory when:*

- learner saves a Word document as a Web page
- learner inserts a hyperlink
- learner adds a background color with a pattern
- learner uses Windows Explorer to view a Web page

## **5. Create a document with a title page, table, chart, and watermark.**

### **Learning objectives**

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

- a. Border and shade a paragraph.
- b. Insert and format a SmartArt graphic.
- c. Insert a watermark.
- d. Insert a section break.
- e. Insert a Word document in an open document.
- f. Insert headers and footers.
- g. Modify and format a Word table.
- h. Sum columns in a table.
- i. Create a chart from a Word table.
- j. Add picture bullets to a list.
- k. Create and apply a character style.
- l. Draw a table.

### **Performance Standards**

*Competence will be demonstrated:*

- in the completion of assigned exercises and skill assessments
- in the completion of unit tests
- on the post test

*Criteria-Performance will be satisfactory when:*

Learner borders and shades a paragraph.

- learner borders and shades a paragraph
- learner inserts and formats a SmartArt graphic
- learner inserts a watermark
- learner inserts a section break
- learner inserts a Word document in an open document
- learner inserts headers and footers
- learner modifies and formats a Word table
- learner sums columns in a table
- learner creates a chart from a Word table

- learner adds picture bullets to a list
- learner creates and applies a character style
- learner draws a table

## 6. **Generate form letters, mailing labels, and directories.**

### ***Learning objectives***

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

- a. Explain the merge process.
- b. Use the Mail Merge task pane and the Mailings tab on the Ribbon.
- c. Use a letter template as the main document for a mail merge.
- d. Insert and format a shape on a drawing canvas.
- e. Create and edit a data source.
- f. Insert merge fields in a main document.
- g. Create a multi-level list.
- h. Use an IF field in a main document.
- i. Merge and print form letters.
- j. Sort data records.
- k. Address and print mailing labels and envelopes.
- l. Merge all data records to a directory.
- m. Change page orientation.
- n. Modify table properties.

### ***Performance Standards***

*Competence will be demonstrated:*

- in the completion of assigned exercises and skill assessments
- in the completion of unit tests
- on the post test

*Criteria-Performance will be satisfactory when:*

- learner explains the merge process
- learner uses the Mail Merge task pane and the Mailings tab on the Ribbon
- learner uses a letter template as the main document for a mail merge
- learner inserts and formats a shape on a drawing canvas
- learner creates and edits a data source
- learner inserts merge fields in a main document
- learner creates a multilevel list
- learner use an IF field in a main document
- learner merges and prints form letters
- learner sorts data records
- learner addresses and prints mailing labels and envelopes
- learner merges all data records to a directory
- learner changes page orientation
- learner modifies table properties

**7. Create a professional newsletter.**

***Learning objectives***

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

- a. Create and format WordArt.
- b. Insert a symbol in a document.
- c. Insert and format a floating graphic.
- d. Format a document in multiple columns.
- e. Format a character as a drop cap.
- f. Insert a column break.
- g. Modify a style.
- h. Place a vertical rule between columns.
- i. Insert and format a text box.
- j. Copy and paste using a split window.
- k. Balance columns.
- l. Modify and format a SmartArt graphic.
- m. Add a page border.

***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of assigned exercises and skill assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner creates and formats WordArt
- o learner inserts a symbol in a document
- o learner inserts and formats a floating graphic
- o learner formats a document in multiple columns
- o learner formats a character as a drop cap
- o learner inserts a column break
- o learner modifies a style
- o learner places a vertical rule between columns
- o learner inserts and formats a text box
- o learner copies and pastes using a split window
- o learner balances columns
- o learner modifies and formats a SmartArt graphic
- o learner adds a page border

**8. Link an Excel worksheet and chart to a Word document.**

***Learning objectives***

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

- a. Apply a theme to a document.
- b. Update the body text style.

- c. Link an Excel worksheet to a Word document.
- d. Link an Excel chart to a Word document.
- e. Break links.
- f. Save a document so it is compatible with a previous version of Word.
- g. E-mail a document.

**Performance Standards**

*Competence will be demonstrated:*

- o in the completion of assigned exercises and skill assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner applies a theme to a document
- o learner updates the body text style
- o learner links an Excel worksheet to a Word document
- o learner links an Excel chart to a Word document
- o learner breaks links
- o learner saves a document so it is compatible with a previous version of Word
- o learner e-mails a document

**9. Create an online form.**

**Learning objectives**

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

- a. Design an online form.
- b. Change paper size.
- c. Save a document as a template.
- d. Insert a borderless table in a form.
- e. Insert plain text, drop-down list, combo box, date, and rich text content controls.
- f. Edit placeholder text.
- g. Change properties of content controls.
- h. Use the Format Painter.
- i. Insert and format a rectangle shape.
- j. Modify a theme.
- k. Protect a form.
- l. Open a new document based on a template.
- m. Fill a form.

**Performance Standards**

*Competence will be demonstrated:*

- o in the completion of assigned exercises and skill assessments
- o in the completion of unit tests
- o on the post test

*Criteria-Performance will be satisfactory when:*

- o learner designs an online form



- learner changes paper size
- learner saves a document as a template
- learner inserts a borderless table in a form
- learner inserts plain text, drop-down list, combo box, date, and rich text content controls
- learner edits placeholder text
- learner changes properties of content controls
- learner uses the Format Painter
- learner inserts and formats a rectangle shape
- learner modifies a theme
- learner protects a form
- learner opens a new document based on a template
- learner fills a form

**10. Enhance an online form and work with macros, document security, and XML.**

***Learning objectives***

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

- a. Unprotect a document.
- b. Specify macro settings.
- c. Use fill effects.
- d. Convert a table to text.
- e. Add a 3-D effect to a shape.
- f. Rotate a graphic.
- g. Insert and edit a field.
- h. Record and execute a macro.
- i. Customize the Quick Access Toolbar.
- j. Edit a macro's VBA code.
- k. Save a document with a password.
- l. Use the Document Inspector.
- m. Add a signature line or a digital signature.
- n. Work with XML.

***Performance Standards***

*Competence will be demonstrated:*

- in the completion of assigned exercises and skill assessments
- in the completion of unit tests
- on the post test

*Criteria-Performance will be satisfactory when:*

- learner can unprotect a document
- learner specifies macro settings
- learner uses fill effects
- learner converts a table to text
- learner adds a 3-D effect to a shape
- learner rotates a graphic

- learner inserts and edits a field
- learner records and executes a macro
- learner customizes the Quick Access Toolbar
- learner edits a macro's VBA code
- learner saves a document with a password
- learner uses the Document Inspector
- learner adds a signature line or a digital signature
- learner works with XML

## 11. Create a blog post.

### ***Learning objectives***

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

- a. Create a new blog post.
- b. Crop a picture.
- c. Change the shape of a picture.
- d. Insert a blog category.
- e. Display the Web page associated with the blog.
- f. Publish a blog post.

### ***Performance Standards***

*Competence will be demonstrated:*

- in the completion of assigned exercises and skill assessments
- in the completion of unit tests
- on the post test

*Criteria-Performance will be satisfactory when:*

- learner creates a new blog post
- learner crops a picture
- learner changes the shape of a picture
- learner inserts a blog category
- learner displays the Web page associated with the blog
- learner publishes a blog post

### ***Types of Instruction***

Lecture/Discussion/Lab

### ***Grading Information***

#### ***Grading Rationale***

Quizzes = 20%

Exams = 40%

Exercises = 30%

Final = 10% (Post Test)

**Grading Scale**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59 or below