

EASTERN ARIZONA COLLEGE

Beginning Microsoft Word

Course Design
2019-2020

Course Information

Division Business
Course Number CMP 235H
Title Beginning Microsoft Word
Credits 0.5 - 1
Developed by Derek Rich/Revised by Andy Shaver
Lecture/Lab Ratio 0.5 Credit = 0.5 Lecture/0 Lab
1 Credit = 1 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 11.0100
Assessment Mode Final Exam (20 Questions/100 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

None

Educational Value

This course is designed for those students who want to create, edit, and format documents; make documents ready for publication over the Internet; send documents as e-mail message; style and restyle documents; create forms to use on line; create labels, columns, and drawings; and outline documents, track revisions and create personalized form letters.

Description

Designed to provide the student with an opportunity to cover and practice basic features of word processing using Microsoft Word software.

Supplies

None

Competencies and Performance Standards

1. Create and save a document.

Learning objectives

What you will learn as you master the competency:

- a. Start Microsoft Word.
- b. Use toolbars and other basic features in the document window.
- c. Type text in a new document window.
- d. Correct spelling errors using automatic spell check.
- e. Insert, delete, and replace text.
- f. Name and save a document.

Performance Standards

Competence will be demonstrated:

- o In completion of assignments.

Criteria-Performance will be satisfactory when:

- o learner correctly describes how to create and save a document
- o learner starts Microsoft Word
- o learner uses toolbars and other basic features in the document window
- o learner corrects spelling errors using automatic spell checking
- o learner inserts, deletes, and replaces text
- o learner names and saves a document

2. Move and copy text.

Learning objectives

What you will learn as you master the competency:

- a. Open an existing document and save it with a new name.
- b. Display a document in Page Layout view.
- c. Move text to a new location in a document.
- d. Copy text to a new location in a document.
- e. Use the Clipboard to move and copy text.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o learner opens an existing document
- o learner opens an existing document and saves it with a new name
- o learner displays a document in Page Layout view
- o learner moves text to a new location in a document
- o learner copies text to a new location in a document
- o learner uses the Clipboard to move and copy text

3. Change the appearance of text.

Learning objectives

What you will learn as you master the competency:

- a. Apply formatting.
- b. Change the magnification of the document window.
- c. Set paragraph indents.
- d. Create numbered and bulleted lists.
- e. Align text in columns with tabs.
- f. Add a border around a paragraph.
- g. Change the line spacing within and between paragraphs.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o learner correctly describes the steps to change the appearance of text
- o learner applies formatting
- o learner sets paragraph indents
- o learner creates numbers and bulleted lists
- o learner aligns text in columns with tabs
- o learner adds a border around a paragraph
- o learner changes the line spacing within and between paragraphs

4. Print a document.

Learning objectives

What you will learn as you master the competency:

- a. Examine a document in the Print Preview window.
- b. View multiple pages in the Print Preview window.
- c. Edit text in the Print Preview window.
- d. Insert page breaks.
- e. Print an entire document.
- f. Print individual pages and multiple copies of a document.
- g. Print an envelope.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o learner examines a document in the Print Preview window
- o learner views multiple pages in the Print Preview window
- o learner edits text in the Print Preview window
- o learner inserts page breaks
- o learner prints an entire document

- learner prints individual pages and multiple copies of a document
- learner prints an envelope

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

100% of grade is based on the Final Exam

Grading Scale

Pass Greater Than 70% on Post-Test

Fail Less Than 70% on Post-Test