Course Information

Division: Business
Course Number: CMP 235I
Title: Intermediate 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

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<thead>
<tr>
<th>ASU</th>
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<td>Non Transferable</td>
<td>Elective Credit</td>
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Activity Course: No
CIP Code: 11.0100
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 increase editing productivity, establish the look of a page, use styles, and save time by using templates and forms.

Description
This course is designed to provide intermediate word processing skills to students with prior experience using microcomputers and Microsoft Word. It is recommended that the student key at a minimum rate of 25 words per minute.

Supplies
None
Competencies and Performance Standards

1. Increase editing productivity.

Learning objectives
What you will learn as you master the competency:
a. Identify and replace text.
b. Find and replace word forms.
c. Store and insert frequently used text.
d. Check grammar and spelling.
e. Locate objects in a document.
f. Look up alternative words.

Performance Standards
Competence will be demonstrated:
- in completion of assignments

Criteria-Performance will be satisfactory when:
- learner identifies and replaces text
- learner finds and replaces word forms
- learner stores and inserts frequently used text
- learner checks grammar and spelling
- learner locates objects in a document
- learner looks up alternative words

2. Establish the look of a page.

Learning objectives
What you will learn as you master the competency:
a. Set up margins for the entire document.
b. Establish the paper size and orientation for a page.
c. Create a header or footer that prints on every page.
d. Work with alternating headers and footers.
e. Specify a unique header or footer for each part of the document.
f. Add footnotes to a document.

Performance Standards
Competence will be demonstrated:
- in completion of class assignments

Criteria-Performance will be satisfactory when:
- learner sets up margins for the entire document
- learner establishes the paper size and orientation for a page
- learner creates a header or footer that prints on every page
- learner specifies a unique header or footer for each part of the document
- learner adds footnotes to a document
3. **Use styles.**

**Learning objectives**

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

a. Apply styles to text and paragraphs.

b. Create a combination of formats as a character style.

c. Store a combination of formats as a paragraph style.

d. Apply styles quickly using AutoFormat.

e. Use the style gallery to apply attractive formatting to an entire document.

f. Change the definition of a style.

**Performance Standards**

*Competence will be demonstrated:*

- in completion of class assignments

*Criteria-Performance will be satisfactory when:*

- learner applies styles to text and paragraphs
- learner creates a combination of formats as a character style
- learner stores a combination of formats as a paragraph style
- learner applies styles quickly using AutoFormat
- learner uses the Style Gallery to apply attractive formatting to an entire document
- learner changes the definition of a style

4. **Use templates and forms.**

**Learning objectives**

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

a. Design a memo based template.

b. Create a custom template.

c. Gather information using electronic forms.

d. Make an electronic form.

e. Create a table in a form.

f. Use an electronic form.

g. Create an instant fax.

**Performance Standards**

*Competence will be demonstrated:*

- in completion of class assignments

*Criteria-Performance will be satisfactory when:*

- learner designs a memo based on a template
- learner creates a custom template
- learner gathers information using electronic forms
- learner makes an electronic form
- learner creates a table in a form
- learner uses an electronic form
- learner creates an instant fax
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