

# EASTERN ARIZONA COLLEGE

## Intermediate Microsoft Word

Course Design  
2019-2020

### 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

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 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:*

- o in completion of assignments

*Criteria-Performance will be satisfactory when:*

- o learner identifies and replaces text
- o learner finds and replaces word forms
- o learner stores and inserts frequently used text
- o learner checks grammar and spelling
- o learner locates objects in a document
- o 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:*

- o in completion of class assignments

*Criteria-Performance will be satisfactory when:*

- o learner sets up margins for the entire document
- o learner establishes the paper size and orientation for a page
- o learner creates a header or footer that prints on every page
- o learner specifies a unique header or footer for each part of the document
- o 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:*

- o in completion of class assignments

*Criteria-Performance will be satisfactory when:*

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

- o in completion of class assignments

*Criteria-Performance will be satisfactory when:*

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

***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