

# Beginning Microsoft Word

## Course Design

1998-99

### Course Information

**Organization:** Eastern Arizona College

**Division:** Business

**Course Number:** OFT 235 H

**Title:** Beginning Microsoft Word

**Credits:** 0.5

**Developed by:** Dorine Chancellor

**Lecture/Lab Ratio:** 0.5 hours lecture, 0 lab

**Transfer Status:** None

#### Extended Registration

**Class:** No

**CIP Code:** 07.0608

**Assessment Mode:** Pre/Post-Test

**Awareness Course:** No

#### Intensive Writing

**Course:** No

**Prerequisites:** 1. 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 messages; style and restyle documents; create forms to use on line; create tables, columns and drawings; and outline documents, track revisions and create personalized form letters.

**Goals:** 1. This course is designed to teach beginning level Microsoft Word 97 usage which is word processing software.

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

**Textbooks:** *Microsoft Word 97 Step by Step*. Microsoft Press, 1997 by Catapult.  
This textbook is not required. Source: EAC Bookstore.

**Supplies:** Access to personal computer.

## Competencies and Performance Standards

<b>1. Create and save a document.</b>		
<i>Domain--Cognitive</i>	<i>Level--Synthesis</i>	<i>Importance--Essential</i> <i>Difficulty--Low</i>
<p><b>Criteria</b>--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> learner correctly describes how to create and save a document.</li> <li><input type="checkbox"/> learner starts Microsoft Word.</li> <li><input type="checkbox"/> learner uses toolbars and other basic features in the document window.</li> <li><input type="checkbox"/> learner types text in a new document window.</li> <li><input type="checkbox"/> learner corrects spelling errors using automatic spell checking.</li> <li><input type="checkbox"/> learner inserts, deletes and replaces text.</li> <li><input type="checkbox"/> learner names and saves a document.</li> </ul>	<p><b>Conditions</b>--Competence will be demonstrated:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> in completion of Lesson Summary activities for Part 1, Lesson 1.</li> </ul>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Start Microsoft Word.</li> <li>b. Use toolbars and other basic features in the document window.</li> <li>c. Type text in a new document window.</li> <li>d. Correct spelling errors using automatic spell checking.</li> <li>e. Insert, delete and replace text.</li> <li>f. Name and save a document.</li> </ul>
<b>2. Move and copy text.</b>		
<i>Domain--Psychomotor</i>	<i>Level--</i>	<i>Importance--Essential</i> <i>Difficulty--Low</i>
<p><b>Criteria</b>--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> learner opens an existing document</li> <li><input type="checkbox"/> learner opens an existing document and saves it with a new name.</li> <li><input type="checkbox"/> learner displays a document in Page Layout view.</li> <li><input type="checkbox"/> learner moves text to a new location in a document.</li> <li><input type="checkbox"/> learner copies text to a new location in a document.</li> <li><input type="checkbox"/> learner uses the Clipboard to move and copy text.</li> </ul>	<p><b>Conditions</b>--Competence will be demonstrated:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> in completion of Lesson Summary activities for Part 1, Lesson 2.</li> </ul>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Open an existing document and save it with a new name.</li> <li>b. Display a document in Page Layout view.</li> <li>c. Move text to a new location in a document.</li> <li>d. Copy text to a new location in a document.</li> <li>e. Use the Clipboard to move and copy text.</li> </ul>

<b>3. Change the appearance of text.</b>			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Useful</i>	<i>Difficulty--Low</i>
<p><b>Criteria</b>--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> learner correctly describes the steps to change the appearance of text.</li> <li><input type="checkbox"/> learner applies formatting.</li> <li><input type="checkbox"/> learner changes the magnification of the document window.</li> <li><input type="checkbox"/> learner sets paragraph indents.</li> <li><input type="checkbox"/> learner creates numbered and bulleted lists.</li> <li><input type="checkbox"/> learner aligns text in columns with tabs.</li> <li><input type="checkbox"/> learner adds a border around a paragraph.</li> <li><input type="checkbox"/> learner changes the line spacing within and between paragraphs.</li> </ul>	<p><b>Conditions</b>--Competence will be demonstrated:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> in completion of Lesson Summary activities from Part 1, Lesson 3.</li> </ul>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Apply formatting.</li> <li>b. Change the magnification of the document window.</li> <li>c. Set paragraph indents.</li> <li>d. Create numbered and bulleted lists.</li> <li>e. Align text in columns with tabs.</li> <li>f. Add a border around a paragraph.</li> <li>g. Change the line spacing within and between paragraphs.</li> </ul>	
<b>4. Print a document.</b>			
<i>Domain--Psychomotor</i>	<i>Level--</i>	<i>Importance--Essential</i>	<i>Difficulty--Low</i>
<p><b>Criteria</b>--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> learner examines a document in the Print Preview window.</li> <li><input type="checkbox"/> learner views multiple pages in the Print Preview window.</li> <li><input type="checkbox"/> learner edits text in the Print Preview window.</li> <li><input type="checkbox"/> learner inserts page breaks.</li> <li><input type="checkbox"/> learner prints an entire document.</li> <li><input type="checkbox"/> learner prints individual pages and multiple copies of a document.</li> <li><input type="checkbox"/> learner prints an envelope.</li> </ul>	<p><b>Conditions</b>--Competence will be demonstrated:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> in completion of Lesson Summary activities for Part 1, Lesson 4.</li> </ul>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Examine a document in the Print Preview window.</li> <li>b. View multiple pages in the Print Preview window.</li> <li>c. Edit text in the Print Preview window.</li> <li>d. Insert page breaks.</li> <li>e. Print an entire document.</li> <li>f. Print individual pages and multiple copies of a document.</li> <li>g. Print an envelope.</li> </ul>	

### Types of Instruction

- Classroom Presentation
- Classroom Application

### Grading Policy

**Evaluation Methods:** 100% of grade is based on the Post-Test.

**Grading Scale:**

Grade	Requirement
Pass	70% or higher on Post-Test
Fail	Less than 70% on Post-Test

## Learning Plans

### Learning Plan 1-- Creating and Saving Documents

**Overview:** In this learning plan, the student will start Microsoft Word; use toolbars and other basic features in the document window; type text in a new document window; correct spelling errors using automatic spell checking; insert, delete and replace text; and name and save a document.

**Competency:** 1. **Create and save a document.**

**Learning Activities:**

- \_\_\_ 1. COMPLETE Pre-Test.
- \_\_\_ 2. READ Part 1, Lesson 1, pages 3 through 25.
- \_\_\_ 3. OBSERVE instructor demonstration.
- \_\_\_ 4. DUPLICATE instructor's directions.
- \_\_\_ 5. PRACTICE new techniques.

**Performance Assessment Activities:**

- \_\_\_ 1. Complete activities in Lesson 1, pages 24-25.
- \_\_\_ 2. Complete related questions on Post-Test.

### Learning Plan 2-- Moving and Copying Text

**Overview:** In this learning plan, the student will learn how to open an existing document and save it with a new name; display a document in Page Layout view; move text to a new location in a document; copy text to a new location in a document; and use the Clipboard to move and copy text.

**Competency:** 2. **Move and copy text.**

**Learning Activities:**

- \_\_\_ 1. READ Part 1, Lesson 2, pages 27 through 42.
- \_\_\_ 2. OBSERVE instructor demonstration.
- \_\_\_ 3. DUPLICATE instructor's directions.
- \_\_\_ 4. PRACTICE new techniques.

**Performance Assessment Activities:**

- \_\_\_ 1. Complete activities in Lesson 2, page 42.
- \_\_\_ 2. Complete related questions on Post-Test.

**Learning Plan 3-- Changing the Appearance of Text**

**Overview:** In this learning plan, the student will learn how to apply formatting; change the magnification of the document window; set paragraph indents; create numbered and bulleted lists; align text in columns with tabs; add a border around a paragraph; and change the line spacing within and between paragraphs.

**Competency:** 3. **Change the appearance of text.**

**Learning Activities:**

- \_\_\_ 1. READ Part 1, Lesson 3, pages 43 through 68.
- \_\_\_ 2. OBSERVE instructor demonstration.
- \_\_\_ 3. DUPLICATE instructor's directions.
- \_\_\_ 4. PRACTICE new techniques.

**Performance Assessment Activities:** \_\_\_ 1. Complete activities in Lesson 2, page 67.  
\_\_\_ 2. Complete related questions on Post-Test.

**Learning Plan 4-- Printing a Document**

**Overview:** In this learning plan, the student will learn how to examine a document in the Print Preview window; view multiple pages in the Print Preview window; edit text in the Print Preview window; insert page breaks; print an entire document; print individual pages and multiple copies of a document; and print an envelope.

**Competency:** 4. **Print a document.**

**Learning Activities:**

- \_\_\_ 1. READ Part 1, Lesson 4, pages 69 through 80.
- \_\_\_ 2. OBSERVE instructor demonstration.
- \_\_\_ 3. DUPLICATE instructor's directions.
- \_\_\_ 4. PRACTICE new techniques.
- \_\_\_ 5. COMPLETE Post-Test.

**Performance Assessment Activities:** \_\_\_ 1. Complete the activities in Lesson 4, page 80.  
\_\_\_ 2. Submit a printed presentation.

\_\_\_\_ 3. Complete related questions on Post-Test.