

Bossier Parish Community College
Syllabus

Course Prefix and Number: CIS 205

Credit Hours: 3

Course Title: Advanced MS Word

Course Prerequisites: CIS 115

Textbook: New Perspectives on Microsoft Office Word 2007, Comprehensive

ISBN 13: 978-1-4239-0582-0 © Aug. 2007 (680 pages)

Author(s): S. Scott Zimmerman, Beverly Zimmerman, Ann Shaffer, Katherine Pinard

Course Description: An in-depth exposure to presentation design (presently Microsoft Word 2007). The course includes how to plan, define, create, and modify documents. Practical applications of integration of other documents will also be explored in depth. 3 hrs. of lecture/lab.

Learning Outcomes:

At the end of this course the student will

- A. create a document;
- B. edit and format a document;
- C. create a multiple-page report;
- D. use desktop publishing and mail merge;
- E. work with templates and outlines;
- F. use Mail Merge;
- G. collaborate with others and creating web pages;
- H. customize Word and automate your work;
- I. creating On-Screen forms using advanced table techniques;
- J. manage long documents;

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. have mastered creating a word document when they can: (A)
 - a. Plan a document
 - b. Identify the components of the Word window
 - c. Set up the Word window
 - d. Create a new document
 - e. Scroll a document and move the insertion point
 - f. Correct errors and undo and redo changes
 - g. Enter the date with AutoComplete
 - h. Change a document's line and paragraph spacing
 - i. Save, preview, and print a document
 - j. Create an envelope.

2. have mastered editing and formatting a document when they can: (B)
 - a. Check spelling and grammar
 - b. Select and delete text
 - c. Move text within a document
 - d. Find and replace text
 - e. Change margins
 - f. Change alignment and paragraph indents
 - g. Copy formatting with the Format Painter
 - h. Emphasize points with bullets, numbering, bold, and italic
 - i. Change fonts and adjust font sizes
 - j. Change the document theme
 - k. Preview and print a document.

3. have mastered creating a multiple-page report when they can: (C)
 - a. Format headings with Quick Styles
 - b. Insert a manual page break
 - c. Create and edit a table
 - d. Sort rows in a table
 - e. Modify a table's structure
 - f. Format a table
 - g. Set tab stops
 - h. Create footnotes and endnotes
 - i. Divide a document into sections
 - j. Create a SmartArt graphic
 - k. Create headers and footers
 - l. Insert a cover page.

4. have mastered using desktop publishing and mail merge when they can: (D)
 - a. Identify desktop publishing features
 - b. Create a title with WordArt
 - c. Create newspaper-style columns
 - d. Insert and edit graphics
 - e. Wrap text around a graphic
 - f. Incorporate drop caps
 - g. Use symbols and special typographic characters
 - h. Add a page border
 - i. Perform a mail merge
 - j. Create a blog post.

5. have mastered working with Templates and Outlines when they can: (E)
 - a. Work with templates
 - b. Create a new document from an installed template
 - c. Insert a Word file into a document

- d. Customize the document theme
 - e. Understand themes, styles, and style sets
 - f. Select a style set
 - g. Change character and paragraph spacing
 - h. Modify a style and create a new style
 - i. Compare styles with the Reveal Formatting window
 - j. Save, open, and delete a new template
 - k. Use Outline view
 - l. Create a table of contents
 - m. Use the Research task pane
 - n. Insert the current date in the document.
6. have mastered using mail merge when they can: (F)
- a. Learn about the mail merge process
 - b. Use the Mail Merge task pane
 - c. Select a main document
 - d. Create a data source
 - e. Insert mail merge fields into a main document
 - f. Edit a main document
 - g. Preview a merged document
 - h. Complete a mail merge
 - i. Edit an existing data source
 - j. Sort records
 - k. Create mailing labels and a phone directory
 - l. Convert tables to text and text to tables
 - m. Create a multilevel list.
7. have mastered collaborating with others and creating web pages when they can: (G)
- a. Track changes in a document
 - b. Insert and delete comments
 - c. Accept and reject changes
 - d. Compare and combine documents
 - e. Embed and modify an Excel worksheet
 - f. Link an Excel chart
 - g. Modify and update a linked chart
 - h. Modify a document for online distribution
 - i. Insert and edit hyperlinks
 - j. Use Web Layout view
 - k. Save a Word document as a Web page
 - l. Format a Web document
 - m. View a Web document in a Web browser.

8. have mastered use Macros And Visual Basic For Applications (VBA) when they can: (H)

- a. Apply advanced features to a document template
- b. Create and modify styles within a document template
- c. Apply borders to a paragraph
- d. Create a watermark
- e. Use smart tags
- f. Create and insert Quick Parts
- g. Manage building blocks
- h. Customize AutoCorrect
- i. Work with columns of different widths
- j. Manage document properties
- k. Automate parts of a document using fields
- l. Customize common Word Options and the Quick Access Toolbar
- m. Import and run Visual Basic macros
- n. Record and run macros
- o. Edit macros using Visual Basic
- p. Record an AutoMacro.

9. have mastered Creating On-Screen Forms Using Advanced Table Techniques when they can: (I)

- a. Design an on-screen form
- b. Merge and split cells
- c. Move gridlines
- d. Draw and erase borders
- e. Align and rotate text
- f. Format text and shade cells
- g. Learn about content controls
- h. Insert content controls
- i. Modify placeholder text in a content control
- j. Protect a form with the Group command
- k. Test content controls
- l. Insert legacy check box form fields
- m. Use formulas in a table
- n. Use legacy form fields to perform calculations
- o. Protect a document with a password
- p. Fill in an on-screen form
- q. Learn how to fax and e-mail a form.

10. have mastered Managing Long Documents when they can: (J)

- a. Create a master document
- b. Create, split, merge, and remove subdocuments
- c. Control text flow and page breaks
- d. Add automatic heading numbers and numbered captions

- e. Create a graph with Microsoft Graph
- f. Create cross-references to figure numbers
- g. Protect a document with editing and formatting restrictions
- h. Use synchronous scrolling and thumbnails to manage documents
- i. Use advanced page numbering techniques and style references
- j. Create and update an index, a bibliography, a table of contents, and a table of figures
- k. Update fields before printing
- l. Protect a document with encryption and digital signatures.

Course Requirements:

- A. Students are expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension.
- B. For students taking the class via the Internet, they must understand that if he/she does not turn in assignments or take tests that this equates to being absent from class and constitutes grounds for suspension.
- C. Students must have access to Microsoft Word 2007. The software is available to the student on campus either in the computer lab during scheduled class times or in the Technology Resource Center housed on the second floor of the BPCC library.

Course Grading:

- A. Letter grades will be assigned based on a ten point grading scale (90-100 = 'A', 80-89 = 'B', 70-79 = 'C', 60-69 = 'D', 0-59 = 'F').
- B. Students are required to complete a minimum of one assignment per chapter.
- C. Students are required to complete at least a mid-term and final exam.