

5. Create a new document from a template, Insert a Word file into a document, Customize the document theme, Select a style set, Change character and paragraph spacing, Modify a style, Create a new style, Inspect and compare styles, Create a table of contents, Use the Research task pane, Translate text, Create and use a new template(B).
6. Learn about the mail merge process, Select a main document, Create a data source, Insert mail merge fields into a main document, Edit a main document, Preview a merged document, Complete a mail merge, Edit an existing data source, Sort and filter records, Create mailing labels and a phone directory, Convert tables to text and text to tables, Create a multilevel list
7. Track changes in a document, Inspect and delete comments, Accept and reject changes, Compare and combine documents, Embed and modify an Excel worksheet, Link and Excel chart, Modify and update a linked chart, Share files on SkyDrive, Create bookmarks, Insert and edit hyperlinks, Save a Word document as a Web page, Format a Web document, View a Web document in a Web browser(C)
8. Correct the color of photos, Learn about picture compression, Add a shape with text, Add a custom paragraph border, Create a watermark, Create columns of different widths, Insert a text box, Create and insert Quick Parts, Manage building blocks, Customize AutoCorrect, Add document properties, Insert fields, Learn about Trust Center settings, Record and run macros, Edit macros using Visual Basic, Import and run Visual Basic macros, Record an AutoMacro, Customize the Quick Access Toolbar and the Ribbon(C)
9. Plan and design an online form, Merge and split cells, Move gridlines, Draw and erase borders, Align and rotate text, Format text and shade cells, Learn about content controls, Insert content controls, Modify placeholder text in a content control, Test content controls, Learn about cell referencing in formulas, Use formulas in a table, Protect a document, Learn how to fax and e-mail a form(C)
10. Insert subdocuments, Create subdocuments from text in a master document, Split, merge, and unlink subdocuments, Control text flow, Insert nonbreaking hyphens, Add automatic heading numbers and numbered captions, Create an Excel chart from within a document, Create cross-references, Protect a document with editing and formatting restrictions, Check a document for hidden data, Check a document for accessibility, Use synchronous scrolling to compare documents, Add highlighting to text, Use advanced page numbering techniques and style references, Create and update an index and a table of figures, Add an entry to a table of contents using a field, Update fields before printing, Check compatibility to earlier versions of Word, Protect a document with encryption, Mark a document as final(C)

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 2010. The software is available to the student on campus either in the computer lab during scheduled class times or in the Technology Resource Center houses 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 exam per learning outcome.