SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: EXECUTIVE WORD PROCESSING

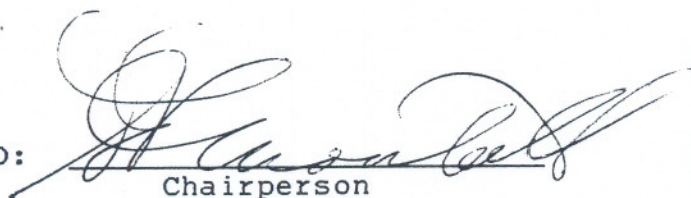Code No.:   EWP 300

Program: OFFICE ADMINISTRATION

Semester: THREE

Date: SEPTEMBER 1988

Author: SHELLEY BOUSHEAR

New: _____   Revision: ___X___

APPROVED: _____   88-09-02
                    Chairperson   Date

EXECUTIVE WORD PROCESSING

PHILOSOPHY/GOALS:

Students will become proficient in the use of the Word-11 Version 4.1 word processing software used on the VAX 11-780 computer. Students will be given enough time on the VAX computer to enable them to be well prepared to accept a job offer in the field of word processing.

COURSE OBJECTIVES:

Using a balanced treatment of word processing concepts and applications, students will be given the skills necessary to prepare documents on a wide variety of electronic equipment. Upon completion of the program, students should be able to:

- recognize the advantages of an electronic word processor over a typewriter

- identify the differences and similaries of computers

- prepare documents using all the major functions of the Word-11 Version 4.1 word processing software

METHOD OF ASSESSMENT (GRADING):

Students will be evaluated on the following basis:

Tests (three)	70%
Homework Assignments	30%
	100%

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A+ = 95 - 100%
 A = 85 - 94%
 B = 70 - 84%
 C = 60 - 69%
 R = Below 60%
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Marks will be deducted as follows:

-5 points for each proofreading error, spelling error, or major format error

-2 points for all other errors, i.e. spacing, minor format, margins, etc.

-1/2 or 5 points for each punctuation error

If a student is not able to write a test because of illness, or a legitimate emergency, that student <u>must</u> contact the instructor <u>prior</u> to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a grade of "0" on that test. <u>THERE WILL BE NO REWRITES OF TESTS.</u>

One hundred percent of regular classroom work is expected. While all homework is to be handed in, the instructor will randomly select work from the daily assignments and assign a grade to it. Work which is not submitted by the due date, or work handed in incomplete, will result in a loss of 10 marks for each occurrence from the total semester mark, unless the instructor is aware of a valid reason prior to submission date.

<u>TEXTBOOK:</u>

Word-11 Training Course, Rita Taraborrelli, Computer Services Department, Sault College

WORD-11 OBJECTIVES:

The following objectives will be covered using Word-11 Version
4.1 word processing software.

1.   Logging on the Computer
      Changing a Password
      Terminal Keyboard
            1. Mode keys (white) - Advance, Back Up
            2. Movement keys (blue)
            3. GOLD and GREEN keys
      Creating a Document
      Filing a Document
      Listing your Index
      Editing a Document
            1. RUB keys
            2. DELETE keys
      Logging off the Computer

2.   Highlighting Text
            Selecting
            1. Centering
            2. Bolding
            3. Underlining
            4. Composite
            5. Overstrike
            6. Superscripting
            7. Subscripting
            8. Uppercase/Lowercase
            9. Date and Time
           10. Date and Time Marker
           11. Deleting Highlighting
           12. View Modes
      Printing Text

3.   Rulers and Tabs
            1. Margin Settings
            2. Tab Settings
            3. Spacing
            4. GOLD-R
            5. Saving Rulers
            6. Recalling Rulers
            7. Deleting Rulers

4.   Mail Utility
      Phone Utility
      Speller

5.   Text Manipulation
              1.   Simple Cut and Paste
              2.   Search
              3.   Search and Replace
              4.   Repeat
              5.   GOLD-Y (Bookmark)
              6.   GOLD-Get

6.   Paging and Printing
              Fixed Page Break
              Previewing Page Breaks
              Moving to a Page
              Finding a Line Number
              Printing your Document
       Document and Transfer Utility

7.   Headers and Footers
              1.   Numbering your Pages
              2.   Setting your Page Numbers
       Hyphenation

8.   List Processing
              1.   The List Document
              2.   The Form Document
              3.   The Selection Specification Document
              4.   The Output Document
              5.   Running List Processing

9.   More Rulers - Nested Rulers

10.   More Rulers - Side-by-Side Columns

11.   More Rulers - Newspaper Columns
       Thesaurus

12.   Automatic Paragraph Labelling

Schedule of topics to be covered may be changed.
If time permits, additional topics may be covered.