

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORD PROCESSING APPLICATION

CODE NO.: ISA102 **SEMESTER:** ONE

PROGRAM: INTERMEDIATE SOFTWARE APPLICATIONS

AUTHOR: R.D. LAILEY

DATE: MAY, 1994

**PREVIOUS OUTLINE
DATED:**

New: X Revision:

APPROVED: DEAN, SCHOOL OF BUSINESS & HOSPITALITY **DATE**

WORD PROCESSING APPLICATION

ISA-102

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PREREQUISITE(S) : NONE

I. **PHILOSOPHY/GOALS :**

This course is designed to teach the student to utilize the powerful features contained within WordPerfect 5.1 for DOS.

The student is expected to develop a range of skills in the utilization of WordPerfect 5.1. The student is presented with detailed written explanations which focus on a specific portion of WordPerfect. These written explanations are followed by hands-on tutorials which reinforce the concepts. A summary of the key points covered in the chapter is also included. The course instructor will provide explanation of technical content, as well as assist with any questions which may arise.

A number of hands-on exercises, and performance assessment problems are found throughout the text. The student will be required to complete a selection of this material.

This course is intended to be covered at a pace that is suited to, and controlled by the individual learner. The amount of time needed to complete the identified learning outcomes will vary.

II. **IDENTIFIED LEARNING OUTCOMES:**

In this course the student will achieve the outcomes identified below:

UNIT (1) **Basic Character and Line Formatting**

learn to adjust characters and lines in the creation of simple office documents, such as memoranda and letters...

- the major components of a computer system
- basic word processing concepts
- cursor movement/inserting deleting
- character formatting (underline, bold, centre, caps, blocking)
- line formatting (format command, indent, justification, line spacing, tabs)

UNIT (2) **Basic Page Formatting**

learn to create and proof full-page and multiple-page business documents, such as letters and reports...

- speller/thesaurus
- page formatting (vertical alignment, page breaks, centre page)
- block operations (cut and paste, move, block, switch, copying, deleting and appending columnar text)
- printing (print menu, control print menu, print options, print screen, print block text)

UNIT (3) **Basic Document Formatting**

learn to create, revise and maintain standard letters and reports...

- page numbering (new page no., force odd/even no)
- standardize text
- split screen using windows feature
- search, search and replace
- maintain disk files (use list files features)

UNIT (4) Advanced Character and Line Formatting

learn to enhance the readability of single-page business letters, legal documents and reports, with basic typesetting features...

fonts (typeface, size), spacing punctuation
hyphenation, line height, line numbering, flush
right
line draw
date (text, code, format)

UNIT (5) Advanced Page Formatting

learn to enhance the readability of business forms and multiple-page reports ...

inserting, deleting and editing standardized forms
define and adjust structures for business tables
additional table-editing features
automatic paragraph and outline numbering
text columns (newspaper and parallel styles)
graphics (boxes, images in boxes)
editing figure options
- horizontal and vertical lines
- equation editor

UNIT (6) Advanced Document Formatting

learn to finish multiple-page reports with reference attributes, standardize features and utilize the database features of WordPerfect for maintaining records ...

headers and footers
- footnotes and endnotes
- macros (simple, chained nested)
styles
merge feature (primary, secondary, merge codes)
table of contents/authority, indexes and lists
- sorting/selecting

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III. LEARNING ACTIVITIES

ASSIGNMENTS - hands-on exercises and performance assessments will be assigned at the end of each chapter. Students will be required to submit a selection of these for evaluation.

TESTS - Test 1 - learning outcomes identified in UNIT 1 & 2
Test 2 - learning outcomes identified in UNIT 3 & 4
Test 3 - learning outcomes identified in UNIT 5 & 6

IV. METHOD OF EVALUATION

Unit tests will consist of hands-on questions/problems designed to determine whether the learning outcomes have been achieved.

FINAL GRADE

Grading will consist of a grade of S (Satisfactory)
or U (Unsatisfactory)

EVALUATION

Assignments and tests as described previously
Successful completion is defined as achievement of an average score of 60% or better on assignments and tests.