

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

COURSE OUTLINE

Course Outline: WORD PROCESSING APPLICATIONS

Code No.: ISA102

Program: INTERMEDIATE SOFTWARE APPLICATIONS

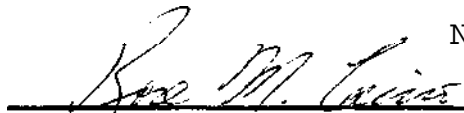
Semester: ONE (SUMMER!)

Date: MAY 9. 1995

Author: SHELLEY BOUSHEAR

Previous Outline  
Dated: MAY 1994

APPROVED:

  
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NEW: \_\_\_\_\_

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WORD PROCESSING APPLICATIONS  
COURSE NAME

ISA102  
COURSE CODE

TOTAL CREDIT HOURS: 85 HOURS

PREREQUISITE(S): NONE

I. PHILOSOPHY/GOALS

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

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 teacher will provide explanations of technical content as well as assist with any questions which may arise.

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. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES)

Upon completion of the course, participants will be able to:

- o Operate a word processing system, maintain storage devices, and save and retrieve a WordPerfect document,
- o Create and edit a simple WordPerfect text document,
- o Enhance single-page business letters and reports with basic character formatting features,
- o Enhance single-page business memorandums and letters with basic character formatting features,
- o Enhance single-page business memorandums and generate two-column tables with tabs,
- o Proof all types of business text documents with the WordPerfect Speller and Thesaurus programs,
- o Create text heads and tables and present heads, tables, and text information in different positions on a page,
- o Manipulate blocks and columns of text between areas of different business documents,
- o Control printing features for simple business documents.
- o Begin and adjust page numbering in one document or between a variety of documents,
- o Create standardized text blocks and use them to create personalized business letters.

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- o Revise text and codes in standard business letters and reports.
- o Maintain standard business documents in logical sequences and directories on disks,
- o Adjust the style and size of type as well as the appearance of characters in standard office documents,
- o Manipulate the height and length of lines in finished business documents,
- o Generate special features of business documents, such as organizational charts and enhance document maintenance with pre-coded features,
- o Define and adjust structures for business forms that require standardized data input and print options,
- o Define and adjust structures for business tables according to a variety of format and size considerations.
- o Customize tables previously created to illustrate different business situations, including mathematical analysis.
- o Enhance the organization of business reports and speech outlines automatically,
- o Create business documents, such as newsletters, with different column styles and adjust and manipulate columns previously created,
- o Add figures and text boxes to business documents, such as seminar announcements, and to edit them for style,
- o Enhance graphic features generated and add mathematical equations to many types of standard business documents,
- o Finish pages in multiple-page business reports with specific page characteristics,
- o Amend a researched business report with properly formatted references and footnotes,
- o Automate keystrokes, such as the closing to a business letter, and repeat in many different business documents.
- o Maintain consistency within all similar business documents using the styles feature,
- o Format and merge separate files to create a series of similar business documents, such as personalized form letters.
- o Perform merges that input variable information from the keyboard or another file and send merged documents to the printer,
- o Specify information in a document to be included in a table of contents, index, or table and to generate the final list,
- o Sort information in a properly prepared file and select specified groups of information from a larger group.

III. TOPICS TO BE COVERED

1. Microcomputer Equipment
2. Cursor Movement/Inserting and Deleting
3. Character Formatting
4. Line Formatting
5. Tabs
6. Speller/Thesaurus
7. Page Formatting
8. Block Operations
9. Printing
10. Page Numbering
11. Standardized Text/Windows
12. Search and Replace
13. Disk Maintenance
14. Advanced Character Formatting
15. Advanced Line Formatting
16. Special Features
17. Forms
18. More Tables
20. Paragraph Numbering/Outline
21. Text Columns
22. Graphics
23. Graphics, Lines, and Equations
24. Headers and Footers
25. Footnotes and Endnotes
26. Macros
27. Styles

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

28. Merge Documents
29. Merge Codes
1. Microcomputer Equipment Authority, Indexes and Lists
31. Sort and Select Learning Activities;

Read Chapter 1 and do a review on the hardware and software, disks and disk maintenance, WordPerfect template, creating a WordPerfect document, the WordPerfect screen, saving a document, and document retrieval  
Practice by doing the exercises on pgs. 17-19

Resources;

text Chapter 1, pgs. 3-19

Cursor Movement/Inserting and Deleting

Learning Activities:

Read Chapter 2 and do a review of cursor movement, inserting text, deleting text, automatic adjust feature, splitting and merging paragraphs, cancel key, printing your document, and the help key

Practice by doing exercises on pgs. 32-36

Resources;

text Chapter 2, pgs. 20-36

Character Formatting

Learning Activities:

Read Chapter 3 and be familiar with the function keys, underlining, boldfacing, centring, creating print features with existing text, and changing to all uppercase or lowercase

Practice by doing exercises on pgs. 45-49

Resources:

text Chapter 3, pgs. 37-49

Line Formatting

Learning Activities:

Read Chapter 4 and be familiar with the format command, margin indents, justification, and line spacing

Practice by doing exercises pgs. 59-67

Resources:

text Chapter 4, pgs. 50-67

Tabs

Learning Activities:

Read Chapter 5 and be familiar with tabs, types of tabs, setting tabs, and setting up columns using WordPerfect

Practice by doing exercises pgs. 77-84

Complete the Performance Mastery, pgs. 86-89

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Resources:

text Chapter 5, pgs. 68-89

6. Speller/ThesaurusLearning Activities;

Read Chapter 6 and be familiar with dictionary/spelling programs, what is speller, what speller can do, what speller cannot do, the spell command, spelling check, double words, checking a document with speller, thesaurus, what thesaurus can do, and operating thesaurus  
Practice by doing exercises pgs. 103-111

Resources;

text Chapter 6, pgs. 90-111

7. Page FormattingLearning Activities;

Read Chapter 7 and be familiar with vertical page alignment, page breaks, and centre page  
Practice by doing exercises pgs. 117-121

Resources;

text Chapter 7, pgs. 112-121

8. Block OperationsLearning Activities;

Read Chapter 8 and be familiar with cut and paste, move command, block command, switch documents, copying columnar text, and deleting/appending columnar text  
Practice by doing exercises pgs. 132-141

Resources;

text Chapter 8, pgs. 122-141

9. PrintingLearning Activities;

Read Chapter 9 and be familiar with print menu, control printer menu, print options, print screen, and printing blocked text

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Practice by doing exercises pgs. 151-153, and Performance  
Mastery pgs. 156-157

Resources:

text Chapter 9, pgs. 142-157

10. Page Numbering

Learning Activities;

Read Chapter 10 and be familiar with page numbering, new  
page number, and force odd/even page  
Practice by doing exercises pgs. 167-170

Resources;

text Chapter 10, pgs. 158-170

11. Standardized Text/Windows

Learning Activities!

Read Chapter 11 and be familiar with standardized text,  
saving standardized text, retrieving standard text, and  
windows  
Practice by doing exercises pgs. 177-184

Resources;

text Chapter 11, pgs. 171-184

12. Search and Replace

Learning Activities;

Read Chapter 12 and be familiar with search, and search/  
replace  
Practice by doing exercises pgs. 193-198

Resources;

text Chapter 12, pgs. 185-198

13. Disk Maintenance

Learning Activities;

Read Chapter 13 and be familiar with files maintenance, list  
key, multiple documents, document summary, and save a key

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Practice by doing exercises pgs. 211-214, and Performance Mastery, pgs. 216-218

Resources;

text Chapter 13, pgs. 199-218

14. Advanced Character Formatting

Learning Activities;

Read Chapter 14 and be familiar with fonts, spacing punctuation, and size  
Practice by doing exercises pgs. 230-234

Resources;

text Chapter 14, pgs. 219-234

15. Advanced Line Formatting

Learning Activities;

Read Chapter 15 and be familiar with hyphenation, line height, line numbering, flush right, tab align command, and aligning columns  
Practice by doing exercises pgs. 244-249

Resources;

text Chapter 15, pgs. 235-249

16. Line Draw and Code Features

Learning Activities;

Read Chapter 16 and be familiar with line draw, document comparison, coded space, and inserting the date  
Practice by doing exercises pgs. 256-263; and Performance Mastery pgs. 266-268

Resources;

text Chapter 16, pgs. 250-268

17. Forms

Learning Activities;

Read Chapter 17 and be familiar with forms, deleting and editing forms, and forms consideration



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Practice by doing exercises pgs. 280-285

Resources:

text Chapter 17, pgs. 269-285

18. Tables

Learning Activities:

Read Chapter 18 and be familiar with tables  
Practice by doing exercises pgs. 295-299

19. More Tables

Learning Activities:

Read Chapter 19 and be familiar with tables  
Practice by doing exercises pgs. 308-314

Resources:

text Chapter 19, pgs. 300-314

20. Paragraph Numbering/Outlines

Learning Activities:

Read Chapter 20 and be familiar with paragraph numbering and  
outline numbering  
Practice by doing exercises pgs. 325-336

Resources:

text Chapter 20, pgs. 315-336

21. Text Columns

Learning Activities:

Read Chapter 21 and be familiar with creating newspaper-  
style columns, creating parallel columns, editing columnar  
text, and column considerations  
Practice by doing exercises pgs. 345-351

Resources:

text Chapter 21, pgs. 337-351

22. GraphicsLearning Activities:

Read Chapter 22 and be familiar with graphics, creating boxes in WordPerfect, inserting graphic images in a box, creating a table or text box, editing a box, changing a box number, and view document  
Practice by doing exercises pgs. 363-367

Resources:

text Chapter 22, pgs. 352-367

23. Graphics, Lines, and EquationsLearning Activities:

Read Chapter 23 and be familiar with figure options, other box options, horizontal/vertical lines, customizing horizontal lines, customizing vertical lines, vertical line examples, and view document  
Practice by doing exercises pgs. 382-389, and Performance Mastery, pgs. 392-397

Resources:

text Chapter 23, pgs. 368-397

24. Header and FootersLearning Activities:

Read Chapter 24 and be familiar with headers and footers, creating a header or footer, and examples of headers and footers  
Practice by doing exercises pgs. 409-412

Resources:

text Chapter 24, pgs. 398-412

25. Footnotes and EndnotesLearning Activities:

Read Chapter 25 and be familiar with footnotes and endnotes, footnote options menu, endnote options menu, and footnote considerations  
Practice by doing exercises pgs. 423-426

Resources;

text Chapter 25, pgs. 413-426

26. MacrosLearning Activities;

Read Chapter 26 and be familiar with macros, location of macro files, macro examples, macro chaining, macro nesting, and replacing or editing a macro  
Practice by doing exercises pgs. 436-444

Resources;

text Chapter 26, pgs. 427-444

27. StylesLearning Activitiest

Read Chapter 27 and be familiar with styles, and outline styles  
Practice by doing exercises pgs. 461-471

Resources;

text Chapter 27, pgs. 445-471

28. Merge DocumentsLearning Activitiest

Read Chapter 28 and be familiar with merge feature, and creating a personalized form letter  
Practice by doing exercises pgs. 480-486

Resources;

text Chapter 28, pgs. 472-486

29. Merge CodesLearning Activities;

Read Chapter 29 and be familiar with merge codes, and merge considerations  
Practice by doing exercises pgs. 496-503

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text Chapter 29, pgs. 487-503

30. Tables, Indexes, and ListsLearning Activities;

Read Chapter 30 and be familiar with creating a table of contents, creating a list, creating an index, regenerating a table, list, or index, and table of authorities  
Practice by doing exercises pgs. 519-532

Resources;

text Chapter 30, pgs. 504-532

31. Sort and SelectLearning Activities;

Read Chapter 31 and be familiar with sort, and select  
Practice by doing exercises pgs. 547-552, and Performance Mastery, pgs. 554-556

V. REQUIRED STUDENT RESOURCES

Hewitt Rutkosky, Nita, A Mastery Approach to WordPerfect. Version 5.1. St. Paul, MN. Paradigm Publishing Inc. 1991.

2-3 1/2" disks

VI. METHOD OF EVALUATIONFinal Grade Reporting;

A+	90% - 100%	Consistently Outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Satisfactory
R	Below 60%	Repeat - objectives of this course have not been achieved and the course must be repeated.

Evaluation;

For the successful completion of the course, the following must be concluded:

Assignments - Timely, accurate completion of all the WordPerfect 5.1 assignments	~	100%
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Warning: Academic dishonesty will result in a grade of zero (0) on the assignment for all parties.

VI. SPECIAL NOTES

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the teacher.

Your teacher reserves the right to modify the course as she deems necessary to meet the needs of students.

