

I. COURSE DESCRIPTION: Students learn to create, edit, format and print documents as well as use paragraph, page and character formatting commands. Students will create multiple page documents with tables, desktop publishing and graphics.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Create and Edit a Document.

Potential Elements of the Performance:

- Create, edit, save, print and close a document.
- Insert and delete text.
- Use undo and redo.
- Check spelling and grammar.
- Change document views.
- Find and replace text.
- Use the help feature.
- Create and use templates.
- Create and rename folders.

2. Format Characters and Paragraphs in Documents

Potential Elements of the Performance:

- Apply fonts and font effects.
- Change line and paragraph spacing.
- Find and replace formatting.
- Insert bullets and numbering.
- Set tabs and tabs with leaders.
- Insert paragraph shading and border.

3. Format and Enhance Documents

Potential Elements of the Performance:

- Cut, copy, and paste text.
- Change page margins, orientation, and size.
- Insert watermarks and images, page borders, page numbering and headers and footers.
- Vertically align text.

4. Format Using Special Features

Potential Elements of the Performance:

- Create and modify WordArt text.
- Create a drop cap.
- Insert and draw a text box.
- Create, format, and modify tables.

III. TOPICS:

(Note: These topics sometimes overlap several areas of skills development and are not necessarily intended to be explored in isolated learning units or in this order.)

1. Creating a document including inserting and deleting text.
2. Using proofreading tools such as spell check, autocorrect and the thesaurus.
3. Changing document views, using the Help feature, previewing and printing a document.
4. Creating a document using templates.
5. Applying character and paragraph formatting to change the appearance of text in a document (e.g. spacing, inserting bullets, setting tabs, adding paragraph borders).
6. Editing a document using find and replace, reveal formatting and cut, copy, paste options.
7. Customizing a document by changing page margins, orientation and size.
8. Enhancing a document by inserting a watermark or an image, adding a page border, page numbering and inserting headers and footers.
9. Creating envelopes and labels.
10. Using MS Words desktop publishing techniques including creating and modifying WordArt text, drop caps, text boxes and shapes.
11. Creating organization charts and diagrams using SmartArt.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Rutkosky, Nita, Sequin, Denise, Rutkosky Roggenkamp, Audrey,
Microsoft Word 2010. Marquee Series - Paradigm Publishing (book)

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Assignments (80%)
2. Tests (20%)

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	

U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.