

#952

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

COURSE OUTLINE

COURSE TITLE: ADVANCED WORDPERFECT
CODE NO.: EDP 025 SEMESTER: _____
PROGRAM: COMPUTER LITERACY INTERMEDIATE
AUTHOR: SHIRLEY MANTYLA
DATE: OCTOBER 1994
PREVIOUS OUTLINE DATED: _____

New: _____ Revision: ^X _____

APPROVED: _____
DEAN, SCHOOL OF BUSINESS & HOSPITALITY DATE

ADVANCED WORDPERFECT

EDP 025

COURSE NAME

COURSE CODE

TOTAL CREDIT HOURS: 30

PREREQUISITE(S): Introduction to WordPerfect (or similiar
related experience)

I. PHILOSOPHY/GOALS

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in "Introduction to WordPerfect". Students will reinforce existing skills and develop additional skills in utilizing word processing software.

II. STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of this course the student will be able to:

1. operate a word processor at a skilled level including the use of major features such as merging, graphcis, tables, columns, headers, footers, bullets and macros.
2. solve practical problems utilizing all of the WordPerfect features described above.

III. TOPICS TO BE COVERED

1. Review of Basic Features
 Using Fonts
2. Using Graphic Lines
 Using Graphic Pictures
 Modifying and Sizing Graphic Pictures
3. Newspaper and Parallel Columns
 Using Graphic Lines within Columns
 Adding Graphic Pictures to Text
4. Using Headers, Footers and Bullets
5. Creating Primary and Secondary Files

TOPICS TO BE COVERED CONT'D

6. Calculating Simple Math
Using Formulas
7. Creating a Table
Modifying the Appearance of a Table
Using Math in a Table
8. Review of Concepts
9. Creating a Table of Contents
10. Linking versus Importing
11. Macros
Automating Simple Tasks
12. Review Exercises

IV. LEARNING ACTIVITIES

Each topic will consist of one or more "tutorials" which will serve to introduce students to new features. Students will be guided through these "tutorials" and will be expected to complete exercises.

V. EVALUATION METHODS

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

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

VI. REQUIRED STUDENT RESOURCES (provided by Sault College)

Text: Advanced WordPerfect Version 5.1

Disks: Students will receive diskette(s) for class use and back ups