

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: ADVANCED WORD PROCESSING APPLICATIONS

Course No.: COM210

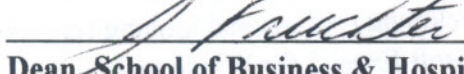
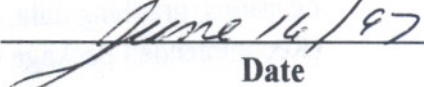
Program: OFFICE ADMINISTRATION

Semester: THREE

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Date: SEPTEMBER 1997

Previous Outline Dated: SEPTEMBER 1996

Approved:  
Dean, School of Business & Hospitality Date

Total Credits: 4

Prerequisites: WPC120

Length of Course: 3 HOURS/WEEK FOR 16 WEEKS - 1 UNSUPERVISED HOUR

Total Credit Hours: 48

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- I. COURSE DESCRIPTION:** This course is designed to develop the students' ability in three areas of study. The first area will be to focus on the fundamental features of Windows. The second area will provide the students with instruction in advanced word processing applications. The third area will provide the student with instruction in creating spreadsheets.

Sault College uses the operating system Windows 95, and the licensed application software packages Microsoft Word 6 for Windows (word processing package) and Microsoft Excel 5 for Windows (spreadsheet package).

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes

1. Demonstrate proficiency in using Windows to enable the user to easily communicate with and control the computer.
2. Produce professional-looking documents such as announcements, letters, resumes, and reports within a specified time frame using an up-to-date word processing package. (Recommended package is Microsoft Word 6 for Windows.)
3. Produce spreadsheets by organizing data, completing calculations, making decisions, graphing data, and developing professional looking reports. (Recommended package is Microsoft Excel 5 for Windows.)

B. Learning Outcomes with Elements of Performance

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

1. Demonstrate proficiency in using Windows 95 to enable the user to easily communicate with and control the computer.

Potential Elements of the Performance for the Windows Module:

- describe a user interface
- identify the objects on the Microsoft Windows 95 desktop
- perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- open, scroll, resize, move, activate, and close a group window

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- maximize, minimize, and restore a Windows 95 window
- understand keyboard shortcut notation
- start an application program
- create, save and print a document
- close an application program
- modify a document stored on disk
- use Windows 95 Help
- shut down Windows 95
- create, name, and save a written document on the desktop
- create, name, and save a colour bitmap image document on the desktop
- open and modify a document on the desktop
- create a folder on the desktop
- move documents to a folder on the desktop, display the contents of a folder, and modify and print documents in a folder
- open and modify multiple documents
- copy a folder from the desktop to a floppy disk
- open a folder stored on a floppy disk
- change the desktop background and appearance
- implement screen savers
- move the taskbar
- add and delete shortcuts on the Start menu
- create and delete shortcuts on the desktop
- open a document using a shortcut
- arrange icons on the desktop
- delete shortcuts icons and document icons from the desktop
- display icons in various views in a window
- open a folder, document, and application program from a window
- cascade, tile, and minimize open windows on the desktop
- display folders in a single window
- copy, move, and delete files from open windows
- open Windows 95 Explorer
- display files and folders in Explorer; expand drives and folders
- open a drive and folder in Explorer; start an application program
- close folder expansions
- copy, move, rename and delete files in Explorer and close
- display drive and folder properties
- find files or folders using Find from the Start menu
- use the Run command
- open the Control Panel folder

ADVANCED WORD PROCESSING APPLICATIONS

COM210

COURSE NAME

COURSE CODE

- adjust the keyboard repeat delay, keyboard repeat rate, and the cursor blink rate
- change the button configuration and mouse pointer scheme
- adjust the double-click and pointer speeds and display pointer trails
- turn on accessibility features
- view fonts and font sizes
- change the date, time, and time zone and date and time format
- add and remove hardware; add and remove a program
- solve a hardware problem using Help troubleshooters
- add a printer using a wizard
- create a printer shortcut and print a document using the shortcut
- view the properties of a hardware device
- pause the printer and cancel all print jobs
- pause and cancel a print job and change the order of a print job
- begin a new search, save a search, and find a file using a saved search
- find a file by specifying the starting point of the search, date, file type, or knowing a word or series of words in the file
- view a document using Quick View
- copy and delete a file using the Send To command
- add and remove a destination on the Send To command
- view the contents and properties of the Recycle Bin
- restore a deleted file using Recycle Bin
- empty the Recycle Bin
- open My Briefcase and drag a file to My Briefcase
- Move My Briefcase between a floppy disk and the desktop
- synchronize files using My Briefcase
- open a document using the Documents menu
- clear the contents of the Documents menu

This learning outcome will constitute 33.3% of the course's grade.

2. Produce professional-looking documents such as announcements, letters, resumes, and reports within a specified time frame using an up-to-date word processing package. (Recommended package is Microsoft Word 6 for Windows.)

Potential Elements of the Performance for the Word Processing Module:

- enter Windows and select the word processing icon for Word
- describe the Word screen
- open a file, close a file, save a file, and print a file

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- edit the text within the file as to: bold, underline, italics, font type, font size
- centre a paragraph
- import a graphic, and scale an imported graphic
- correct errors in a document, and spell check a document
- use the Help facility
- create Wizards
- select and replace sentences
- add a border beneath a paragraph
- cut and paste a paragraph
- use print preview to view and print a document
- switch from one open document to another
- display multiple open documents on the word screen
- describe the MLA documentation style
- edit the document as to format: margins, page numbering, footnotes, line spacing
- insert hard page breaks
- sort selected paragraphs
- use find and replace
- view multiple pages in print preview
- use the thesaurus
- display the number of words in a document
- add a box border with a drop shadow to selected paragraphs
- shade inside the box border
- add colour to characters
- change the spacing between characters
- insert an existing document into an open document
- save an active document with new filename
- set custom tabs
- change alignment of tab stops
- add a caption to a table
- insert a table into a document
- format a table; change the width of table columns; change alignment of data in table cells; sum the rows and columns in a table
- use the Format Painter button
- chart a table
- customize the bullets in a list
- create a header for a section
- explain the merging process; merge and print form letters

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- sort the data source
- create and print mailing labels; create and print envelopes

This learning outcome will constitute 33.3% of the course's grade.

3. Produce spreadsheets by organizing data, completing calculations, making decisions, graphing data, and developing professional looking reports. (Recommended package is Microsoft Excel 5 for Windows.)

Potential Elements of the Performance for the Spreadsheet Module:

- describe the Excel worksheet and workbook
- select a cell or range of cells
- enter text and numbers
- use the AutoSum button to sum a range of cells
- copy a cell to a range of cells using the fill handle
- edit the cell as to format: font type, font size, centre cell contents, bold
- apply the AutoFormat command to format a range
- create a column chart using the ChartWizard
- open a workbook; save a workbook
- plan and print a worksheet
- use the TipWizard
- enter a formula
- identify the arithmetic operators +, -, *, /, % and ^
- apply the AVERAGE, MAX, and MIN functions
- colour the characters and background of a cell
- add borders to a range of cells
- change a column width and the height of a row
- create a chart on a separate sheet and format chart items
- print an entire workbook, a partial worksheet, and a complete worksheet
- distinguish between portrait and landscape orientation
- use the fill handle to create a series of month names
- copy a cell's format to another cell using the Format Painter button
- copy a range of cells to a nonadjacent paste area
- freeze the column and row titles
- insert and delete cells
- format numbers by entering them with a format symbol
- display the system date using the NOW function and format it
- use the IF function to enter one value or another in a cell on the basis of a logical test

ADVANCED WORD PROCESSING APPLICATIONS

COURSE NAME

COM210

COURSE CODE

- copy absolute cell references
- add a drop shadow to a range of cells
- display and dock toolbars
- create a 3-D pie chart; explode a 3-D pie chart; rotate a chart
- add an arrow and text to a chart
- use the Zoom Control box to change the appearance of the worksheet
- create and use a template
- copy data between worksheets
- create formulas that reference cells in different sheets in a workbook
- change chart types; enhance embedded charts
- add comments to cells
- add a header or footer to a workbook
- drag a column in a chart to change the corresponding number in a worksheet
- find and replace text in the workbook
- assign a name to a cell and refer to the cell in a formula by using the assigned name
- determine the monthly payment of a loan using the financial function PMT
- state the purpose of the FV and PV functions
- enter a series of percents using the fill handle
- build a data table to analyze data in a worksheet
- write a macro in Visual Basic to automate data entry into a worksheet
- analyze worksheet data by changing values and goal seeking
- use Excel's Scenario Manager to record and save different sets of what-if assumptions and the corresponding results of formulas
- protect and unprotect cells

This learning outcome will constitute 33.3% of the course's grade.

III. TOPICS TO BE COVERED

1. Fundamentals of Using Windows 95
2. Working on and Modifying the Windows 95 Desktop
3. File, Document, and Folder Management; Windows 95 Explorer
4. Customizing your Computer Using Control Panel
5. Advanced File and Document Management and Briefcase
6. Creating and Editing a Document; Adding Clip Art
7. Using Wizards to Create a Document
8. Creating a Research paper
9. Creating a Document with Tables and Charts
10. Generating Form Letters, Mailing Labels and Envelopes

ADVANCED WORD PROCESSING APPLICATIONS

COM210
COURSE CODE

COURSE NAME

11. Spreadsheet Planning, Building, Formulas, Formatting, and Creating Charts
12. Spreadsheet Templates and Multiple Worksheets in a Workbook
13. Spreadsheet Data Tables, Macros using Visual Basic, and Scenario Manager

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Shelly, Cashman, Forsythe, Microsoft Windows 95, Complete Concepts and Techniques, Boyd & Fraser Publishing Company, 1997 (available in Campus Shop).

Shelly, Cashman, Quasney, Microsoft Word 6 for Windows, Boyd & Fraser Publishing Company, 1995 (available in Campus Shop).

Shelly, Cashman, Quasney, Microsoft Excel 5 for Windows, Boyd & Fraser Publishing Company, 1995 (available in Campus Shop).

Three, 3 1/2" high density disks (available in Campus Shop)

Manilla file folders (2-3) - letter size (available in Campus Shop)

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Tests:

One quiz will be administered in Windows 95. **(10%)**

2. Projects:

Timely, accurate completion of all projects for Windows 95; Word 6 for Windows; Excel 5 for Windows is expected.

Projects for Windows 95. **(23.3%)**

Projects for Microsoft Word 6 for Windows. **(33.3%)**

Projects for Microsoft Excel 5 for Windows. **(33.3%)**

If a student is not able to hand in a project or write a quiz on the due date because of illness, or a legitimate emergency, that student must contact the teacher prior to the due date of the project and provide an explanation which is acceptable to the teacher. In cases 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 teacher, the

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

student will receive a mark of zero (0) on that project or quiz. There will be no rewrites on projects or on the quiz.

Summary of Marking Scheme:

1.	Microsoft Windows 95	33.3%
2.	Microsoft Word 6 for Windows	33.3%
3.	Microsoft Excel 5 for Windows	<u>33.3%</u>
		100%

Tentative Schedule:

The following is provided as a reasonable guide to the time spent on each of the major areas in this course.

Microsoft Windows 95	15 hours
Microsoft Word 6 for Windows	15 hours
Microsoft Excel 5 for Windows	15 hours

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)

U Unsatisfactory given at midterm only
S Satisfactory given at midterm only

X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.

VI. SPECIAL NOTES:

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required

ADVANCED WORD PROCESSING APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491, so that support services can be arranged for you.
2. Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.
 3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.
 4. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
 5. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.