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

COURSE OUTLINE

COURSE TITLE: ADVANCED WORDPERFECT

CODE NO.: EDP 025

PROGRAM: COMPUTER LITERACY INTERMEDIATE

AUTHOR: SHIRLEY MANTYLA

DATE: OCTOBER 1994

PREVIOUS OUTLINE DATED: X

New: _______  Revision: _______

APPROVED:
DEAN, SCHOOL OF BUSINESS & HOSPITALITY
TOTAL CREDIT HOURS: 30

PREREQUISITE(S): Introduction to WordPerfect (or similar 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, graphics, 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
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