

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: ADVANCED WORD PROCESSING APPLICATIONS

Course No.: COM210

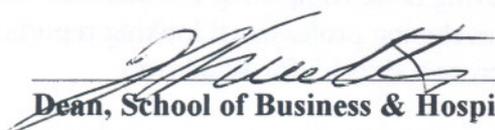
Program: OFFICE ADMINISTRATION

Semester: THREE

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Approved:  96 06 25
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**

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- 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 ver 3.1 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 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
- describe Microsoft Windows
- identify the elements of a window
- perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging

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- correct errors made while performing mouse operations
- understand the keyboard shortcut notation
- select a menu
- choose a command from a menu
- respond to dialog boxes
- start and exit an application
- name a file
- understand directories and subdirectories
- understand directory structures and directory paths
- create, save, open, and print a document
- open, maximize, and scroll a window
- obtain online Help while using an application
- identify the applications in the Main Accessories, and Games groups
- open, scroll, resize, move, activate, and close a group window
- tile, cascade, maximize, and restore a group window
- create a new group
- copy program-item icons between group windows
- arrange program-item icons in a group
- arrange group icons in the Program manager window
- change the description of a group window and a program-item icon
- delete a program-item icon
- delete a program-item icon and a group window
- maximize the Program manager window
- search for help topics using Windows online Help
- identify the applications in the Control Panel window
- choose a predesigned colour scheme
- change, save, and remove a colour scheme
- define a custom colour
- choose a desktop pattern or wallpaper
- select and test a screen saver
- change icon spacing
- turn on the sizing grid
- change the window border width
- set the cursor blink rate
- change the mouse tracking speed and double-click speed
- switch the functions of the mouse buttons
- display mouse trails
- change the keyboard delay and keyboard repeat rates
- set the system date and time

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- reset the Control panel options
- identify the elements of the directory window
- display expandable directories
- collapse and expand directories
- display all or partial file details
- sort the contents list
- search for a file or directory
- understand the concepts of diskette size and capacity
- format and copy a diskette
- correct errors encountered while formatting and copying
- create a subdirectory
- open, move, and close a second directory window
- select and copy one file or a group of files
- change the current drive and current directory
- replace a file on disk
- rename or delete a file or directory
- create a backup diskette
- turn off confirmation messages

This learning outcome will constitute 20% 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
- 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

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

This learning outcome will constitute 40% of the course's grade.

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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
- 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

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- 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 40% of the course's grade.

III. TOPICS TO BE COVERED

1. The Graphical User Interface
2. Exploring Program Manager
3. Customizing the Windows Environment
4. Disk and File Maintenance
5. Creating and Editing a Document; Adding Clip Art
6. Using Wizards to Create a Document
7. Creating a Research paper
8. Creating a Document with Tables and Charts
9. Generating Form Letters, Mailing Labels and Envelopes
10. Spreadsheet Planning, Building, Formulas, Formatting, and Creating Charts
11. Spreadsheet Templates and Multiple Worksheets in a Workbook
12. Spreadsheet Data Tables, Macros using Visual Basic, and Scenario Manager

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IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Shelly, Cashman, Quasney, Using Microsoft Windows 3.1, Boyd & Fraser Publishing Company, 1995 (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) - lettersize (available in Campus Shop)

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Tests:

One quiz will be administered in Windows 3.1. **(10%)**

2. Projects:

Timely, accurate completion of all projects for Windows 3.1; Word 6 for Windows; Excel 5 for Windows is expected.

Projects for Windows 3.1. **(10%)**

Projects for Microsoft Word 6 for Windows. **(40%)**

Projects for Microsoft Excel 5 for Windows. **(40%)**

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

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Summary of Marking Scheme:

1.	Microsoft Windows 3.1	20%
2.	Microsoft Word 6 for Windows	40%
3.	Microsoft Excel 5 for Windows	<u>40%</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 3.1	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 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.

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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.