

Fall 9-1-2018

CAPP 154.50: MS Word

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Recommended Citation

Robinson, Niki L., "CAPP 154.50: MS Word" (2018). *Syllabi*. 8525.
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Missoula College
THE UNIVERSITY OF MONTANA–MISSOULA
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CAPP154 – AU2018 - Robinson
MS WORD

DATE REVISED: Autumn 2018

Prereq: CAPP120 or consent of instructor

Credits: 3

FACULTY: Niki Robinson

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COURSE DESCRIPTION: Preparation of business forms, correspondence, mail merges, columnar projects, and reports using up-to-date software. Business related application projects, graphics, and printer operation are included.

STUDENT PERFORMANCE OUTCOMES:

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

1. Use Windows environment efficiently.
2. Perform file management tasks including creating directories, deleting, renaming, copying and moving files.
3. Prepare documents including resumes, letters, memorandums, research papers/business reports, fliers, menus and newsletters.
4. Add attributes such as underlining, bolding, centering, watermarks, and bulleted lists.
5. Use the format command and ruler bar to create and set left, right, center, and decimal tabs.
6. Create, format, and edit tables and charts.
7. Perform basic desktop publishing techniques: graphics, text boxes, horizontal and vertical lines, text art, and columns.
8. Create form letters and mailing labels using mail merge.
9. Correctly insert footnotes and endnotes for reference materials, create a bibliography and list of citations.

**REQUIRED TEXT:**

Illustrated Series: Microsoft Office 365 Word 2016: Comprehensive (ISBN: **9781337250795**) By

Duffy; Published by Cengage Learning.

REQUIRED SOFTWARE: MS-WORD 2016

COURSE OUTLINE:

- I. Introduction to Microsoft Word 2016
 - a. Using Windows to access Word
 - b. Word window
 - c. Creating a document
 - d. Saving documents
 - e. Formatting paragraphs and characters
 - f. Inserting clip art
 - g. Editing documents
 - h. Using Word Help System
 - i. Project application

- II. Creating a Research Paper
 - a. Margins, line spacing, headers, and page numbering
 - b. Body of research paper
 - c. Alphabetical works cited page
 - d. Proofing and revising
 - e. Navigating to hyperlinks
 - f. Finding and replacing text
 - g. Check spelling and grammar
 - h. Document properties
 - i. Using research task pane
 - j. Project application

- III. Creating a Document with a Table, Chart, and Watermark
 - a. Creating a title page
 - b. Inserting an existing document into an open document
 - c. Creating headers and footers
 - d. Formatting and charting a table
 - e. Working with formats, styles, and bulleted lists
 - f. Drawing a table
 - g. Creating a watermark
 - h. Revealing formatting
 - i. Format painter
 - j. Bullets and numbering
 - k. Borders and shading
 - l. Project application

- IV. Generating Form Letters, Mailing Labels, and Directories
 - a. Identifying main document for form letters
 - b. Working with autosshapes and drawing canvas
 - c. Creating a data source
 - d. Composing main document for form letters
 - e. Addressing and printing mailing labels
 - f. Merging all data records to a directory

- g. Projection application
- V. Creating a Professional Newsletter
- a. Desktop publishing terminology
 - b. Creating nameplates
 - c. Inserting and formatting WordArt drawing objects
 - d. Adding ruler lines, symbols, text, and borders
 - e. Inserting and formatting graphics, columns, drop caps, text boxes, and diagrams

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

All projects, tests, skill building drills, and timings will be graded on a point system (points received/points available). Total points earned will be divided by total points possible for letter grades as follows:

| | |
|----------|-----|
| 90 -100% | = A |
| 80 - 89% | = B |
| 70 - 79% | = C |
| 60 - 69% | = D |

ASSIGNMENTS:

Projects will be assigned throughout the semester. Full points will be given for projects which are correctly formatted and proofread for accuracy, such as spelling and punctuation. Projects must be submitted by due date to earn full points. Late work will be accepted for only one week after due date. Late projects will receive fewer points to result in a one-letter grade reduction. Unsubmitted projects will be recorded as zeros. Projects must be completed using Microsoft Word 2016.

ACADEMIC INTEGRITY:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.