South Central College

OTEC 1860 Microsoft Word

Course Outcome Summary

Course Information

Description	This course is designed to build student skills at both a basic and advanced level in Microsoft Word. It begins with the introduction of concepts such as file management, entering text, editing, terminology, spelling, and printing. It continues with the basic skills students need to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as macros, merging, and tables. (Prerequisites: None)
Total Credits	4
Total Hours	64

Types of Instruction

Instruction Type	Credits/Hours
Lecture	4/64

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. **Create file management system.**

   Learning Objectives
   Create folders
   Save files to folders
   Download files to folders
   Navigate between folders to find files

2. **Create and edit documents**

Learning Objectives
Create, save, name, print, open, and close a Word document
Check spelling as you type
Format paragraphs and text
Use the undo and redo command
Change theme colors
Format and resize pictures
Add page borders
Adjust spacing

3. Create research papers with references and sources

Learning Objectives
Describe the MLA documentation style for research papers
Modify styles
Change line and paragraph spacing
Create headers to number pages of a document
Insert and edit citations and their sources
Add footnotes to documents
Insert manual page breaks
Create a bibliographical list of sources
Cut, copy, and paste text
Find text and replace text
Check spelling and grammar

4. Create business letters, letterhead, and tables

Learning Objectives
Change margins
Insert and format shapes
Insert symbols and online pictures
Add borders to paragraphs
Convert hyperlinks to regular text
Apply styles
Set and use tab stops
Create, modify, and insert building blocks
Insert Word tables, enter data, and format tables
Address envelopes

5. Create documents with title pages, lists, tables, and watermarks

Learning Objectives
Border paragraphs and change paragraph indentation
Insert and format SmartArt graphics
Apply character effects
Insert section breaks
Insert Word documents into open documents
Insert formatted headers and footers
Sort paragraphs and tables
Use the format painter
Add picture bullets to lists
Create multilevel lists
Modify and format tables
Sum columns in tables
Create watermarks
Change theme fonts

6. Use templates to create and share documents

Learning Objectives
Use templates to create documents
Personalize document templates
Customize theme fonts

Save Word documents as PDF files and edit the PDF
Run the compatibility checker
Send Word documents using email
Save Word documents as webpages
Format text as hyperlinks
Change style sets

7.   **Generate form letters, mailing labels, and directories**

Learning Objectives
Explain the merge process
Use the Mail Merge task pane and the Mailings tab
Use letter templates as the main document for mail merges
Create and edit data source files
Insert merge fields in main documents
Use IF fields in main documents
Merge form letters
Select records to merge
Sort data records
Address mailing labels and envelopes
Change page orientations
Merge data records to directories
Convert text to tables

8.   **Create newsletters with pull-quotes and graphics.**

Learning Objectives
Insert and format WordArt
Set custom tab stops
Crop and rotate graphics
Format documents in multiple columns
Format characters as drop caps
Insert column breaks
Insert and format text boxes
Copy and paste using split windows
Balance columns
Copy and paste using the Office Clipboard
Add art page borders to documents

9.   **Use document collaboration, integration, and charting tools**

Learning Objectives
Insert, edit, view, and delete comments in documents
Track changes, review tracked changes, and compare and combine documents
Link Excel worksheets to Word documents
Create and format Word charts
View and scroll through side-by-side documents
Create and publish new documents for blog posts
Insert quick tables

10.   **Create reference documents with a table of contents and an index**

Learning Objectives
Insert screen shots
Add and modify captions
Create cross-references
Insert and link text boxes
Compress pictures
Work with master documents and subdocuments
Insert cover pages
Create and modify tables of contents
Create and update tables of figures
Build, modify, and update indexes

Create alternating footers
Add bookmarks to documents

11. Create templates to use as online forms

Learning Objectives
Save documents as templates
Change paper size and page colors
Insert borderless tables in forms
Insert plain text, drop-down lists, check boxes, rich text, combo boxes, and the date picker content controls
Edit placeholder text
Change properties of content controls
Insert and format rectangle shapes
Customize themes
Protect forms
Open new documents based on templates
Create fill-in forms

12. Enhance online forms and use macros

Learning Objectives
Unprotect documents
Specify macro settings
Insert and edit fields
Create character styles
Apply and modify fill effects
Remove backgrounds from graphics
Apply artistic effects to graphics
Insert and format text boxes
Group objects
Record and execute macros
Customize the Quick Access Toolbar
Edit a macro's VBA code

SCC Accessibility Statement

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Additional information and forms can be found at: www.southcentral.edu/disability

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