MS Word A
Course Outcome Summary
Wisconsin Indianhead Technical College

Information

Course Number 10-103-103A
Credits 1
Instructional Area Computer Software
Instructional Level Associate Degree
Division Business
Developers Sharon Bednarski
Development Date 04/12/1999
Revision Date 06/01/2004
Revised By Barb Williams/Administrative Assistant Faculty
Revision History Revised description and all competencies

Types of Instruction

<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Contact Hours</th>
<th>Outside Hours</th>
<th>Credits</th>
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<td>Classroom Presentation</td>
<td>6</td>
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<tr>
<td>On Campus Lab and/or Shop Experience</td>
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<td>Totals</td>
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Description

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word.
Course Level Learning Outcomes

Competencies

1. Create a Word document (Fraction A)

   Performance Standards
   Competence will be demonstrated:
   o with practical exercises and activities
   o without written reference materials
   o in a computer lab setting

   Criteria - Performance will be satisfactory when:
   o Document is created according to checklist provided by instructor

   Learning objectives
   What you will learn as you master the competency:
   a. Describe the Word window
   b. Create a document
   c. Save the document
   d. Open a Word document
   e. Select text within the document
   f. Edit the document
   g. Print the document
   h. Use the help feature

2. Apply formats to characters (Fraction A)

   Performance Standards
   Competence will be demonstrated:
   o in a computer lab setting
   o with practical exercises and activities
   o without written reference materials

   Criteria - Performance will be satisfactory when:
   o documents are created according to checklist provided by instructor

   Learning objectives
   What you will learn as you master the competency:
   a. Apply enhancements to text
   b. Use format painter
c. Insert date and time function  
d. Use tab functions  
e. Insert special symbols

3. Apply formats to paragraphs (Fraction A)

Performance Standards  
Competence will be demonstrated:  
o in a computer lab setting  
o with practical exercises and activities  
o without written reference materials  

Criteria - Performance will be satisfactory when:  
o documents are created according to checklist provided by instructor

Learning objectives  
What you will learn as you master the competency:  
a. Change line spacing  
b. Use autocomplete  
c. Set paragraph indents  
d. Modify alignment of paragraphs  
e. Apply borders and shading  
f. Use bulleted and numbered lists  
g. Use tabs

4. Apply format to pages (Fraction A)

Performance Standards  
Competence will be demonstrated:  
o in a computer lab setting  
o with practical exercises and activities  
o without written reference materials  

Criteria - Performance will be satisfactory when:  
o documents are created according to checklist provided by instructor

Learning objectives  
What you will learn as you master the competency:  
a. Modify page setup properties  
b. Use envelopes and labels feature
c. Preview document
d. Format text into newspaper columns
e. Vertically align text
f. Insert a page break

5. **Utilize basic writing and editing tools (Fraction A)**

*Performance Standards*

*You will demonstrate your competence:*
- with practical exercises and activities
- without written reference materials
- in a computer lab setting

*Your performance will be successful when:*
- documents are created according to checklist provided by instructor

*Learning objectives*

*What you will learn as you master the competency:*

a. Use autocomplete
b. Use autocorrect
c. Check spelling
d. Check grammar
e. Utilize the thesaurus
f. Use find/replace

6. **Use basic features to customize a Word document (Fraction A)**

*Performance Standards*

*You will demonstrate your competence:*
- in a computer lab setting
- with practical exercises and activities
- without written reference materials

*Your performance will be successful when:*
- documents are created according to checklist provided by instructor

*Learning objectives*

*What you will learn as you master the competency:*

a. Insert page numbering
b. Use headers/footers