

# Common Course Outline

OFAD 106

WordPerfect for Personal Use

1 Credit

## The Community College of Baltimore County

### Description

WordPerfect for Personal Use

Teaches students to create, edit, store, and print documents using WordPerfect software. Keyboarding skill is not required to enroll in this course.

### Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ create, edit, save, and print a WordPerfect document
- ∃ enhance documents with character formatting including all caps, bold, underline, and italics
- ∃ use WordPerfect's Help and Perfect Expert features
- ∃ change alignment, justification, line spacing, margins, and indentations
- ∃ proof documents with the Spell Checker and Thesaurus
- ∃ create headers, footers, footnotes, and endnotes
- ∃ manipulate blocks of text between documents
- ∃ improve the grammar of written documents with Grammatik

### Major Topics

- I. Introduction to Word Processing with Word Perfect
- II. Editing and Formatting Word Perfect Documents
- III. Enhancing a Word Perfect Document
- IV. Advanced Word Perfect Features

### Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and by the average of the scores earned on performance tests and the final examination.

### Other Course Information

This is a self-paced, skill-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times

selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.