

Common Course Outline
OFAD 226
Word Processing Applications and Procedures
3 Credits

The Community College of Baltimore County

Description

Word Processing Applications and Procedures

Provides an intermediate level word processing skill; covers the procedures important to the success of automated offices; prepares students to take OFAD 227, Word Processing Advanced Applications.

Prerequisite: OFAD 104 or OFAD 102

Overall Course Objectives

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

- ☒ create, save, edit, and print Corel WordPerfect 8 documents
- ☒ format characters and lines
- ☒ change margins and indents
- ☒ manage documents
- ☒ change fonts
- ☒ use Spell Checker and Thesaurus
- ☒ insert page formatting
- ☒ manipulate tabs
- ☒ create headers and footers
- ☒ create footnotes and endnotes
- ☒ manipulate text within and between documents
- ☒ revise and print documents
- ☒ use Grammatik
- ☒ merge documents

Major Topics

- A. Introduction to Word Processing Using Word Perfect
- B. Preparing and Managing Documents
- C. Formatting and Enhancing Documents
- D. Customizing Documents
- E. Adding Visual Appeal to Documents

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 the average of the grades earned on performance tests and the final examination.

Other Course Information

This is a self-paced, production-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.