

Common Course Outline

OFAD 227

Advanced Word Processing

3 Credits

The Community College of Baltimore County

Description

Advanced Word Processing

Provides an advanced level word processing skill using Microsoft Word 2000; emphasizes the use of special word processing options and features to design and produce professional documents.

Prerequisite: OFAD 226

Overall Course Objectives

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

- ∃ merge documents
- ∃ create and format tables
- ∃ add borders and insert Clip Art
- ∃ use Microsoft Draw and WordArt
- ∃ explore the Internet
- ∃ format documents with special features
- ∃ create charts and import data
- ∃ format with macros
- ∃ format with styles
- ∃ sort and select
- ∃ create outlines, master documents, and subdocuments
- ∃ create fill-in forms
- ∃ work with shared documents
- ∃ create specialized tables and indexes

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.

Major Topics

- A. Creating and Formatting Tables
- B. Adding Graphics to Documents

- C. Formatting Documents with Special Features
- D. Creating Charts and Importing Data
- E. Formatting with Macros
- F. Formatting with Styles
- G. Sorting and Selecting
- H. Creating Outlines and Master Documents
- I. Creating Fill-in Forms
- J. Working with Shared Documents
- K. Creating Specialized Tables and Indexes

Other Course Information

This is a self-paced, production-oriented course where regular 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.