

**Course Outline**  
**OFAD 228**  
**Introduction to Microsoft Word**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

Introduction to Microsoft Word

Teaches the fundamentals of Microsoft Word; covers basic features needed to create and edit business documents such as memos, letters, reports, and tables; prepares students to take the Proficient MOUS certification exam in Microsoft Word.

Corequisite: OFAD 104

**Overall Course Objectives.**

Upon completion of this course the student will be able to:

1. Create, edit, and print documents using the basic through intermediate features of Microsoft Word for Windows; and
2. Format and punctuate business documents of mailable quality.

**Major Topics**

1. Word window
2. Selecting and editing text
3. Formatting characters
4. AutoCorrect and AutoText
5. Formatting paragraphs
6. Margins
7. Tabs and tabbed columns
8. Moving and copying text
9. Find and replace
10. Printing
11. Page and Section breaks
12. Page numbers, Headers, and Footers
13. Tables
14. Columns
15. Styles
16. Templates and Wizards
17. Graphics
18. Mail Merge

## **Course Requirements**

Final grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Hands-on Assessment 1	100
Hands-on Assessment 2	100
Hands-on Assessment 3	100
Quizzes (average)	100
Exercises/Projects	<u>50</u>
	450

Final letter grades (based on total points earned) will be awarded as follows:

405 – 450 = A

360 – 404 = B

315 – 359 = C

270 – 314 = D

Below 270 = F

## **Other Course Information**