

Course Outline
OFAD 229
Advanced Microsoft Word
3 Semester Hours

The Community College of Baltimore County

Description

Advanced Microsoft Word

Teaches the advanced features of Microsoft Word including columns, advanced tables, styles, graphics, macros, typesetting features, outlines, sorting, and advanced merging techniques; prepares students to take the Expert MOUS certification exam in Microsoft Word.

Prerequisite: OFAD 228

Overall Course Objectives.

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

1. demonstrate a high level of proficiency using Microsoft Word to perform word processing tasks;
2. create, edit, and print documents using the advanced features of Microsoft Word; and
3. format and punctuate documents of mailable quality.

Major Topics

1. Advanced tables
2. Advanced columns
3. Pictures
4. Text boxes
5. Creating templates
6. Creating forms
7. Drawing objects and WordArt
8. Outlines
9. Indexes and Tables of Contents
10. Hyperlinks and WebPages

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
Quizzes (average)	100
Homework Exercises	<u>50</u>
	350

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

315 – 350 = A

280 – 314 = B

245 – 279 = C

210 – 244 = D

Below 210 = F

Other Course Information