

Common Course Outline
OFAD 229
Word II: Advanced Document Building Skills
3 Credits

The Community College of Baltimore County

Description

OFAD 229 – 3 credits – Word II: Advanced Document Building Skills teaches advanced features of Microsoft Word including macros, templates, forms, and document collaboration. Students work with long multi-section documents to generate footnotes, endnotes, indexes, bibliographies, and tables of contents. Upon successful completion of OFAD 228 and OFAD 229, students will have learned the skill sets required to pass the Microsoft Office Specialist Word certification exam.

3 Credits; 2 lecture hours, 2 laboratory hours

Prerequisite: OFAD 228 or permission of program coordinator

Overall Course Objectives

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

1. combine basic document elements to create a template;
2. modify styles to create style sets;
3. embed other Microsoft Office documents into Word documents;
4. translate text passages into another language;
5. build a form using multiple form controls;
6. manage headers, footers, and page numbers in multi-page, multi-section documents;
7. organize a multi-page document by generating a table of contents and an index;
8. edit documents using Outline View;
9. reference sources by creating footnotes and endnotes;
10. convert source information into bibliographic entries using multiple styles;
11. edit and combine documents using tracking and comments;
12. automate tasks using macros;
13. customize the Word ribbon, dictionary, and AutoFormat defaults; and
14. pass the Microsoft Office Specialist Word certification practice exam.

Major Topics

- I. Multi-page Documents
 - A. Table of Contents
 - B. Index
 - C. Outline view

- D. Headers and footers
 - E. Sections
- II. Templates and Forms
 - A. Style elements
 - B. Text content controls
 - C. Developer tab
 - D. Organizer box
- III. References
 - A. Citations
 - B. Bibliography
 - C. Table of figures
 - D. Equation tools
 - E. Text translation
- IV. Integrating Software
 - A. Source files
 - B. Embedded objects
 - C. Hyperlinks
- V. Advanced Graphics
 - A. Artistic effects
 - B. Graphic objects
 - C. Screenshots
 - D. SmartArt
- VI. Document Collaboration
 - A. Track changes feature
 - B. Comments
 - C. Multiple reviewers
 - D. Multiple document versions
- VII. Macros
 - A. Macro tasks
 - B. Keyboard shortcuts
 - C. Visual Basic
- VIII. Customizing Word Features
 - A. Ribbon
 - B. Tabs
 - C. Options
- IX. Microsoft Office Specialist Word Certification Exam

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three tests
- At least three integrated projects
- Electronic portfolio
- Final exam – Microsoft Office Specialist Word certification practice exam

Date Revised: 1/20/15