

Common Course Outline
OFAD 105
Microsoft Word for Personal Use
1 Credit

The Community College of Baltimore County

Description

Microsoft Word for Personal Use

Teaches students to create, edit, and print documents using Microsoft Word software.

Keyboarding skill is not required to enroll in this course.

Overall Course Objectives

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

- ☐ create, edit, save, and print one-page and multi-page documents
- ☐ navigate through documents using insertion point movement commands
- ☐ access Word=s Help facility
- ☐ identify and change Word=s default settings
- ☐ format characters and paragraphs using document formatting commands
- ☐ utilize spell check, thesaurus, grammar check, and auto correct features
- ☐ create headers and footers, footnotes and endnotes, and document sections
- ☐ enhance a document using WordArt, Clip Art, and hyperlinks
- ☐ convert a Word document into HTML
- ☐ create a simple web page using the Web Wizard

Major Topics

- I. Introduction to Word Processing with Word
- II. Editing and Formatting Word Documents
- III. Enhancing a Word Document
- IV. Advanced Word Features

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 case studies and by the grades earned on a web project and final examination. The percentages for calculating your final grade are as follows:

Daily Work	50%
Case Studies	20%
Web Page	10%

Other Course Information

This is a self-paced, skill-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.