

Common Course Outline
OFAD 228
Word I: Text Editing and Formatting Skills
3 Credits

The Community College of Baltimore County

Description

OFAD 228 – 3 credits – Word I: Text Editing and Formatting Skills presents essential Microsoft Word features needed to create, format, edit, and enhance business documents, newsletters, flyers, and academic reports. Students learn to create and format citations automatically in a specific source style. Upon successful completion of this course 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 114 or OFAD 160 or permission of program coordinator

Note: CSIT 101 may not be substituted for OFAD 114 to meet the prerequisite.

Overall Course Objectives

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

1. perform basic text editing tasks using word processing software;
2. edit text using font attributes;
3. apply special effects to text using text effect styles, WordArt, and format painter;
4. format paragraphs using paragraph spacing, line breaks, and nonbreaking text features;
5. insert and format page numbers, headers, and footers;
6. manage multipage documents with page and section breaks;
7. convert reference information into cited sources;
8. apply styles and themes to multipage documents;
9. link paragraphs between pages of documents;
10. enhance layout and design of a document using columns, tables, and visual elements;
11. display information using tables and charts;
12. merge data to personalize documents; and
13. explain the benefits of and certification requirements for the Microsoft Office Specialist Word certification exam.

Major Topics

- I. Microsoft Word Basics
 - A. Ribbon and screen elements
 - B. Backstage view
 - C. Open, close, save, save as, exit, print

- D. Insert and delete text
- E. Select text
- II. Text Editing
 - A. Ruler
 - B. Show/hide formatting marks
 - C. Margins
 - D. Font attributes
 - E. Cut, copy, paste
 - F. Format painter
 - G. Find and replace
 - H. Spell check, grammar check, thesaurus
- III. Paragraph Formatting
 - A. Horizontal and vertical alignment
 - B. Tabs and indents
 - C. Line breaks
 - D. Bullets, numbering, and outlines
- IV. Multipage Documents
 - A. Page breaks
 - B. Sections
 - C. Page numbering
 - D. Headers and footers
 - E. Styles and themes
 - F. Building blocks and quick parts
 - G. Bibliographic citations
- V. Visual Elements
 - A. Graphics
 - B. Charts
 - C. Tables
 - D. Columns
 - E. Text boxes
- VI. Mail Merge
- VII. Microsoft Office Specialist Word Certification

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

- Written research paper, 500 words minimum
- Final exam

Written Assignments: Students are required to utilize appropriate academic resources.

Date Revised: 12/1/2015