

Virginia Western Community College

AST 141

Word Processing I

Prerequisites

AST 101 or equivalent

Course Description

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Microsoft Office Word 2016 Complete: In Practice Complete and SIMnet for Office 2016, Nordell, SIMbook, Single Module Registration Code, Word Complete, The McGraw-Hill Companies, Inc., 2014. ISBN for package: 9781259930218.

Other Required Materials:

- **Internet access:**

McGraw-Hill Internet Resource Center is www.mhhe.com/office2016inpractice
Simnet/Simgrader is <https://viriniawestern.simnetonline.com>

- **Required Software:** Microsoft Office 2016. Virginia Western offers free software. Please go to the following Virginia Western website to download Microsoft Office 365 Plus if you need it:
<http://www.viriniawestern.edu/iet/helpdesk/studentsoftware.php>
- One 256 MB or higher USB key (for homework, classwork, and projects)
- Stapler
- Pencil sharpener
- Folder
- **Suggested:** *Gregg Reference Manual* and a dictionary.

Course Outcomes

At the completion of this course, the student should be able to:

- Lessons 1-6 of the textbook will be covered, as well as an overview of file/disk management and the Office 2016 ribbons, tabs, and quick access toolbar.
- You will learn to send your documents to your instructor using Insight.

- You will become familiar with a SkyDrive account.
- You will learn the basic concepts of word processing (using Microsoft Word 2016) so that you may apply those concepts in other classes and on the job.
- You will learn many of the competencies required to pass the MOS: Microsoft Office Specialist certification exam for Microsoft Office Word 2016.
- You will use GMetrix to practice for the MOS exam by completing the core training and testing.
- You will learn word processing terminology and basic equipment capabilities of a Windows-based personal computer system.
- You will create and revise business documents using proper formatting and proofreading techniques.
- You will learn basic character, paragraph, and page formatting features to enhance the readability of single-page documents and multiple-page documents.
- You will use the Speller, Thesaurus, Grammar Checker, AutoCorrect, and AutoText.
- You will create and edit tables.
- You will create and customize columns.
- You will work with graphics, including pictures, SmartArt, WordArt, and shapes.
- You will use indents, bullets, and symbols to format paragraphs and lists.
- You will move and copy text between areas of different documents.
- You will use Find/Replace to edit text.
- You will control printing features and print envelopes and labels.
- You will create and edit headers and footers, footnotes and endnotes, bibliographies, bookmarks, and tables of contents in multiple-page documents.
- You will learn to create, modify, and use style options and themes.
- You will create new templates, attach templates to documents, and modify templates.
- You will create customized documents using Mail Merge.
- You will learn basic word division rules and apply them.

Topical Description

Chapter	Topics Covered	Projects Due/Exams
	View Safety Video Introduction, Syllabus, etc. Introduction to Simnet Software Windows 7 review Office 2016 Overview	
1	Printing reports in Simnet Accessing the Sky Drive Creating and Editing Documents	
1	Creating and Editing Documents (continued) Non-breaking Hyphens and Spaces (handout)*	Project Chapter 1 Due
2	Formatting and Customizing Documents	

2	Formatting and Customizing Documents (continued)	Project Chapter 2 Due
	Word Division Instruction (handout)* Review for Unit 1 Test	Word Division Homework Due
	Unit 1 Test (Chapters 1 & 2)	Unit 1 Test ()
3	Word Division Quiz Working with Reports and Multipage Documents	Word Division Quiz ()
3	Working with Reports and Multipage Documents (continued)	Project Chapter 3 Due
4	Using Tables, Columns, and Graphics	Withdraw Deadline
4	Using Tables, Columns, and Graphics (continued) Review for Unit 2 Test	Project Chapter 4 Due
	Unit 2 Test (Chapters 3 & 4)	Unit 2 Test ()
5	Using Templates and Mail Merge	
5	Using Templates and Mail Merge (continued) Special Mail Merge Challenge Assignment	Project Chapter 5 Due
6	Introduction to GMetrix Using Custom Styles and Building Blocks	
	(Thanksgiving Holiday)	
6	Using Custom Styles and Building Blocks (continued)	
6	Using Custom Styles and Building Blocks (continued)	Project 6 Due
	Review for Final Exam	
	Unit 3 Exam (Chapters 5 & 6) (12:30-3:00 p.m.)	Unit 3 Test Final Exam ()

Notes to Instructors

1. Handouts include:
 - a. Word Division guidelines
 - b. Nonbreaking hyphens and spaces
 - c. Creating columns using the key line method
 - d. File management
 - e. Simnet hardware requirements and instructions
 - f. GMetrix Instructions