Revised Spring 2017

AST 141

WORD PROCESSING I (Microsoft Word)

**COURSE OUTLINE**

**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.

**Course Objective**

The course focuses on learning the components of Microsoft Office Word and applying those skills which are necessary to pass the MOS Certification test.

**Semester Credits:** 3 **Lecture Hours: 3 Lab/Recitation Hours: 0**

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**Course Outcomes**

1. Lessons 1-6 of the textbook will be covered, as well as an overview of file/disk management and the Office 2013 ribbons, tabs, and quick access toolbar.
2. You will learn to send your documents to your instructor using Insight.
3. You will become familiar with a SkyDrive account.
4. You will learn the basic concepts of word processing (using Microsoft Word 2013) so that you may apply those concepts in other classes and on the job.
5. You will learn many of the competencies required to pass the MOS: Microsoft Office Specialist certification exam for Microsoft Office Word 2013.
6. You will use GMetrix to practice for the MOS exam by completing the core training and testing.
7. You will learn word processing terminology and basic equipment capabilities of a Windows-based personal computer system.
8. You will create and revise business documents using proper formatting and proofreading techniques.
9. You will learn basic character, paragraph, and page formatting features to enhance the readability of single-page documents and multiple-page documents.
10. You will use the Speller, Thesaurus, Grammar Checker, AutoCorrect, and AutoText.
11. You will create and edit tables.
12. You will create and customize columns.
13. You will work with graphics, including pictures, SmartArt, WordArt, and shapes.
14. You will use indents, bullets, and symbols to format paragraphs and lists.
15. You will move and copy text between areas of different documents.
16. You will use Find/Replace to edit text.
17. You will control printing features and print envelopes and labels.
18. You will create and edit headers and footers, footnotes and endnotes, bibliographies, bookmarks, and tables of contents in multiple-page documents.
19. You will learn to create, modify, and use style options and themes.
20. You will create new templates, attach templates to documents, and modify templates.
21. You will create customized documents using Mail Merge.
22. You will learn basic word division rules and apply them.

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Required Materials:

**Required: Internet access**

McGraw-Hill Internet Resource Center is [www.mhhe.com/office2013inpractice](http://www.mhhe.com/office2013inpractice)

Simnet/Simgrader is <https://virginiawestern.simnetonline.com>

**Required Software**: Microsoft Office 2013. 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.virginiawestern.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.

Textbook:

*Microsoft Office Word 2016 Complete: In Practice Complete and* [*SIMnet for Office 2016, Nordell, SIMbook, Single Module Registration Code, Word Complete*](https://mail.virginiawestern.edu/OWA/redir.aspx?C=FZRnTld_skGGgP8Qvz2Gs-t4pAZUYNAI7fkTRAedmTYvoz7tvfPgmizZq7tyK9YqvFN2jurJ47Y.&URL=https%3a%2f%2fmail.virginiawestern.edu%2fOWA%2fUrlBlockedError.aspx)*,* The McGraw-Hill Companies, Inc.*,* 2014. *ISBN for package:* ***9781259930218.***

The following supplementary materials are available: (See notes to instructors)

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| **Chapter** | **Topics Covered** | **Projects Due/Exams** |
|  | View Safety Video  Introduction, Syllabus, etc.  Introduction to Simnet Software  Windows 7 review  Office 2013 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 9-13** |
| **2** | **Formatting and Customizing Documents** |  |
| **2** | **Formatting and Customizing Documents** (continued) | **Project Chapter 2**  **Due 9-27** |
|  | Word Division Instruction (handout)\*  Review for Unit 1 Test | **Word Division Homework Due 9-29** |
|  | **Unit 1 Test (Chapters 1 & 2)** | ***Unit 1 Test (9-29)*** |
| **3** | **Word Division Quiz**  **Working with Reports and Multipage Documents** | ***Word Division Quiz (10-4)*** |
| **3** | **Working with Reports and Multipage Documents** (continued) | **Project Chapter 3**  **Due 10-18** |
| **4** | **Using Tables, Columns, and Graphics** | **Withdraw Deadline 10‑27** |
| **4** | **Using Tables, Columns, and Graphics** (continued)  Review for Unit 2 Test | **Project Chapter 4**  **Due 10-27** |
|  | **Unit 2 Test (Chapters 3 & 4)** | ***Unit 2 Test (11-1)*** |
| **5** | **Using Templates and Mail Merge** |  |
| **5** | **Using Templates and Mail Merge** (continued)  Special Mail Merge Challenge Assignment | **Project Chapter 5**  **Due 11-15** |
| **6** | Introduction to GMetrix  **Using Custom Styles and Building Blocks** |  |
|  | **(Thanksgiving Holiday (Nov 24-November 29)** |  |
| **6** | **Using Custom Styles and Building Blocks** (continued) |  |
| **6** | **Using Custom Styles and Building Blocks** (continued) | **Project 6**  **Due 12-8** |
|  | Review for Final Exam |  |
|  | **Unit 3 Exam (Chapters 5 & 6)**  **(12:30-3:00 p.m.)** | ***Unit 3 Test Final Exam***  **(12-13)** |

Notes to Instructors

(List information about optional topics, departmental exams, etc.)

1. Handouts include:
   1. Word Division guidelines
   2. Nonbreaking hyphens and spaces
   3. Creating columns using the key line method
   4. File management
   5. Simnet hardware requirements and instructions
   6. GMetrix Instructions