

Virginia Western Community College
ITE 128
Intro to Word Processing Software

Prerequisites

None

Course Description

Provides basic knowledge of word processing tools to include designing a variety of basic documents and formatting for presentation and printing.

Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0

Required Materials**Textbook:**

Microsoft Office 2013: Introductory by Misty E. Vermaat

Other Required Materials:

Microsoft Office 2013 software, SAM 2013, and GMetrix software

Course Outcomes

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

- Enter and format text in a Word document
- Check spelling and grammar as you type
- Undo and redo commands
- Change theme colors
- Insert digital pictures, shapes, and symbols in Word documents
- Format pictures and shapes
- Add page borders, underline, bold, and other formatting features to documents
- Adjust line and paragraph spacing
- Correct errors and revise a document
- Print documents using various print settings
- Insert and modify styles, headers, footers, margins, paragraph indentations, tab settings, page breaks, etc.
- Cut, copy and paste
- Find and replace text
- Insert and edit tables, building blocks, citations, footnotes, and bibliographies
- Clear formatting

Topical Description

1. **Weeks 1-2: Chapter 1 Creating, Formatting, and Editing a Word Document with a Picture**
2. **Weeks 3-4: Chapter 2 Creating a Research Paper with References and Sources**
3. **Weeks 5-6: Chapter 3 Creating a Business Letter with a Letterhead and Tables**
4. **Weeks 7-8: GMetrix and SAM 2013 Review and Training for MOS Word Certification Testing**
5. **Week 9: Complete Review and Certification Testing**