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:
Bundle: Loose Leaf Shelly Cashman Microsoft Office 365/WORD 2019 Comprehensive. ISBN: 9780357397848

Other Required Materials:
Microsoft Office 2019 software, SAM 2019, 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. **Week 1: Syllabus, GMetrix, SAM and MOS Exams**
2. **Week 2: Chapter 1 Creating, Formatting, and Editing a Word Document with a Picture**
3. **Week 3: Chapter 2 Creating a Research Paper with References and Sources**
4. **Week 4: Chapter 3 Creating a Business Letter with a Letterhead and Tables**
5. **Week 5: GMetrix Core 1 Training & Testing for MOS Word Certification Testing**
6. **Weeks 6 & 7: Chapter 4 Creating a Document with a Title Page, Lists, Tables, and a Watermark**
7. **Week 8: GMetrix Core 2 Training & Testing for MOS Word Certification Testing**
8. **Week 9: Chapter 7 Creating a Newsletter with a Pull-Quote and Graphics**
9. **Week 10: GMetrix Core 3 Training & Testing for MOS Word Certification Testing**
10. **Week 11: Registration and MOS Exam**
11. **Week 12: Retake MOS Exam**