

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:

In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](#)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. **Note: AST/ITE courses are required in all Business and Professional Services programs and ITE 115 is a required course in almost all Virginia Western transfer programs.**

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**