Virginia Western Community College
AST 238
Word Processing Advanced Operations

Prerequisites

AST 141 Word Processing I

Course Description

Teaches advanced word processing features including working with merge files, macros, and graphics; develops competence in the production of complex documents.

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

Required Materials

Textbook: *Microsoft Word 365 Complete: In Practice* + SimNet for Word 365/2019 Complete, Nordell, SIMbook, Single Module Registration Code, Word Complete, The McGraw-Hill Companies, Inc., 2019.

ISBN for package: 9781260989151**.**

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.
- 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:

1. You will reinforce the Word features that were covered in AST 141.
2. You will learn the following Word 2019 features:
    - Advanced tables and graphics, including tables of contents, formulas and functions in tables, customizing table layout and table styles, pictures, shapes, and text boxes.
    - Desktop publishing and graphic features, including customizing text box content and themes, using SmartArt and charts, and creating index entries.

- Collaboration and integration features, including using comments, track changes, compare and combine documents, protect documents, manage versions, link and embed objects, and use mail merge rules.
- Templates and macros, including creating, saving, and customizing templates, creating, running and editing macros, and using macro-enabled templates.
- Forms and master documents, including using content control fields, advanced content control fields, create and insert subdocuments into a master document.
- Customize Word 2019 and become familiar with SkyDrive and Office Web Apps.
3. You will learn competencies required to pass the MOS: Microsoft Office Specialist Word Expert 365 ed. 2019/certification exam for Microsoft Office Word 2019.
4. You will use GMetrix software to complete practice training and testing for the MOS Word Expert Exam.
5. You will create, revise, and print business documents using advanced word processing features.
6. You will use proper formatting and proofreading techniques.
7. You will learn to send your documents to your instructor using Insight.
8. You will review basic word division rules and apply them.

Topical Description: May be adjusted

Chapter	Topics Covered	Projects/Exams	HW Due Date
1, 2 Review	Syllabus SimNet Review Chapter 1 **(Due)** and Chapter 2 **(Due)**		
3 4 Review	Working with Reports and Multipage Documents **(Due)** Using Tables, Columns, and Graphics **(Due)** GMetrix Logon Work on GMetrix Core Test 1 Training and Core Test 1 Testing **(Due)**		
5 Review	**Word Division Handout (Study Rules)** **Word Division Rules last two pages due** Using Templates and Mail Merge **(Due)**	**Project 3 Due** **GMetrix Core Test 1 Training and Core Test 1 Testing Due**	
	Word Division Handout (Single Sheet)	**Project 4 Due**	

Chapter	Topics Covered	Projects/Exams	HW Due Date
6 Review	**(Due)** Work on GMetrix Core Test 2 Training and GMetrix Core Test 2 Testing **(Due)** Using Custom Styles and Building Blocks (Review) **(Due)**		
7	Advanced Tables and Graphics **(Due)**	**Project 5 Due**	
8	Using Desktop Publishing and Graphic Features **(Due)**	**Project 6 Due**	
9	Working Collaboratively and Integrating Applications Work on GMetrix Core Test 3 Training and Testing **(Due)**	**Project 7 Due**	
9 10	Working Collaboratively and Integrating Applications (Continued) **(Due)** Automating Tasks Using Templates and Macros	**Project 8 Due** **GMetrix Core Test 2 Training and Testing Due**	
10	Automating Tasks Using Templates and Macros (Continued) **(Due)**	**Project 9 Due** **GMetrix Core Test 3 Training and Testing Due**	
	Work on GMetrix Project 1 Training and Testing **(Due)**	**Project 10 Due**	
11	Working With Forms and Master Documents (Continued) **(Due)**	**GMetrix Project 1 Training and Testing Due**	
12	Customizing Word 2019 and Using SkyDrive and Office Web Apps **(Due)**	**Project 11 Due**	

Chapter	Topics Covered	Projects/Exams	HW Due Date
	Work on GMetrix Project 2 Training and Project 2 Testing **(Due)**	**Project 12 Due**	
	NO CLASS		
	Work on GMetrix Project 3 Training and Testing **(Due)**	**GMetrix Project 2 Training and Testing Due**	
	MOS EXAM	**GMetrix Project 3 Testing and Training Due**	
6-8 p.m.	**MOS Exam Retake**	**Final Exam**	

<u>Notes to Instructors</u>

A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2019 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Students can earn a Microsoft Office Specialist (MOS) certification in Microsoft Word 2019. After earning the MOS certification, students receive a certificate that verifies successful completion of the exam. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials.