

Inver Hills Community College

BUS 1170: Microsoft Word

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Covers word processing skills using Microsoft Word. Students will learn the basic and advanced tools for creating, editing, and formatting documents. In addition students will learn to customize Word, automate word processing tasks using macros, and create online forms using content controls.

B. COURSE EFFECTIVE DATES: 01/09/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Microsoft Word Interface (5%)
2. Creating, Editing, and Formatting Advanced Document Types (10%)
3. Customizing Word (10%)
4. Working with Templates, Themes, and Styles (10%)
5. Managing Data Objects(10%)
6. Managing Fields and References 10%
7. Managing Content (10%)
8. Integrating Word with Other Applications (10%)
9. Collaborating and reviewing documents (10%)
10. Automation with Macros (15%)

D. LEARNING OUTCOMES (General)

1. Create a mail merge document.
2. Create and manage master documents.
3. Create forms.
4. Customize the Quick Access toolbar.
5. Change default save options.
6. Assign keyboard shortcuts.
7. Manage building blocks.
8. Manage styles.
9. Manage style sets.
10. Manage multilevel lists.
11. Manage templates.
12. Manage objects.
13. Manage XML.
14. Record and edit a macro.
15. Manage an existing macro.
16. Create a custom TOC.
17. Insert cross-references within a document.
18. Manage fields.
19. Create object captioning.
20. Manage visual content.
21. Manage table properties.
22. Apply paste options.
23. Find and replace content.
24. Embed fonts.
25. Apply variable formatting by using sections.
26. Restrict formatting and editing.
27. Recover documents.
28. Combine multiple documents.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted