

Minnesota State College Southeast

ADMS 2418: Word Processing I & II

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers utilization of word processing software to perform basic word processing applications and to increase proficiency in operating word processing software. (Prerequisite or Concurrent: ADMS2410) (4 Credits: 4 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 04/24/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn basic and intermediate-level word processing commands
2. Use basic word processing commands to create, save, retrieve, edit, and print documents
3. Use intermediate-level word processing features and commands to prepare business documents

D. LEARNING OUTCOMES (General)

1. Describe computer components
2. Perform system start-up and shut-down operations
3. Start Word software
4. Identify the elements of the screen
5. Describe Word template
6. List default settings
7. Change the default font size and type
8. Describe and change font face sizes
9. Create, store, print, and retrieve documents
10. Edit stored documents
11. Set, delete, and move tabs
12. Utilize keystroke-saving functions
13. Use available spell-check function
14. Create letters and memos
15. Create multi-page documents
16. Proofread documents
17. Utilize search and replace
18. Create and edit headers and footers
19. Make multiple copies
20. Perform grammar check
21. Perform text select function
22. Select text for deleting, moving, cutting, and pasting functions
23. Perform bold, underline, and italics functions
24. Apply numbering and bulleting
25. Apply page formatting functions
26. Insert, copy, and customize shapes
27. Insert and customize text boxes
28. Perform file maintenance functions
29. Create and customize tables
30. Create and customize SmartArt
31. Create and edit a data source file for mail merge
32. Create a main document for mail merge
33. Create form letters using mail merge
34. Create merged envelopes and labels
35. Insert custom numbers and bullets
36. Insert multilevel lists
37. Customize and format an image
38. Insert and format text boxes
39. Create and customize charts
40. Change spelling and grammar checking options
41. Use the electronic Thesaurus feature
42. Search for specific information from online sources
43. Customize AutoCorrect and AutoFormat features
44. Insert and sort building blocks

45. Create, save, edit and insert customized building blocks
46. Insert and update fields
47. Customize the Quick Access toolbar
48. Sort text in paragraphs, columns, and tables
49. Sort records in a data source file
50. Select specific records for merging
51. Insert footnotes and endnotes
52. Insert and modify sources and citations
53. Insert and modify bibliographies
54. Create an automatic table of contents
55. Create a table of figures
56. Create captions
57. Mark index entries and insert an index
58. Create a concordance file

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted