



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX7404
Course Name: Microsoft Word - Introduction
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This course gives students the basic knowledge to create, edit, format, save and print a document in Word. Students also learn skills such as using templates, creating merge documents, inserting tables and graphics, creating a basic Web page, and inserting hyperlinks into their documents.

Objectives:

- Creating and Editing Documents with Word
- Formatting Text and Paragraphs
- Formatting Pages and Documents
- Creating and Formatting Tables
- Illustrating Documents with Graphics
- Working with Themes and Building Blocks
- Merging Word Documents

Content:

1. Creating Documents with Word
 - Understand Word Processing Software
 - Explore the Word Program Window
 - Start a Document
 - Save a Document
 - Select Text
 - Format Text using the Mini Toolbar
 - Create a Document using a Template
 - View and Navigate a Document

2. Editing Documents
 - Cut and Paste Text
 - Copy and Paste Text
 - Use the Office Clipboard
 - Find and Replace Text
 - Check Spelling and Grammar
 - Research Information
 - Add Hyperlinks
 - Prepare a Document for Distribution



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3. Formatting Text and Paragraphs

- Format with Fonts
- Copy Formats using the Format Painter
- Change Line and Paragraph Spacing
- Align Paragraphs
- Work with Tabs and Indents
- Add Bullets and Numbering
- Add Borders and Shading
- Add Footnotes and Endnotes

4. Formatting Pages and Documents

- Set Document and Margins
- Divide a Document into Sections
- Insert Page Breaks
- Format Columns
- Insert Page Numbers
- Add and Edit Headers and Footers
- Insert a Table
- Insert Clip Art

5. Creating and Formatting Tables

- Insert a Table
- Insert and Delete Rows and Columns
- Modify Rows and Columns
- Sort Table Data
- Split and Merge Table Cells
- Perform Calculations in Tables
- Apply a Table Style
- Create a Custom Format for a Table

6. Illustrating Documents with Graphics

- Insert a Graphic
- Size and Scale a Graphic
- Position a Graphic
- Create a Text Box



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- Create WordArt
- Draw Shapes
- Create a Chart
- Finalize Page Layout

7. Working with Themes and Building Blocks

- Apply Quick Styles to Text
- Apply a Theme
- Customize a Theme
- Insert a Sidebar
- Insert Quick Parts
- Add a Cover Page
- Create and Insert Building Blocks

8. Merging Word Documents

- Understand Mail Merge
- Create a Main Document
- Design a Data Source
- Enter and Edit Records
- Add Merge Fields
- Merge Data
- Create Labels
- Sort and Filter Records

Prerequisites:

- Introduction to the PC and Windows or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES