



Lakeshore Technical College

## 10-103-191 Word - Level 1

### Course Outcome Summary

#### Course Information

**Alternate Title** Upon completion of this course, the following competency will be met: Demonstrate basic functions such as saving, editing, and formatting content in a word processing software.

**Description** Word - Level 1 introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

**Total Credits** 1

**Total Hours** 36

#### Types of Instruction

##### Instruction Type

Flexlab

**Credits/Hours**

36

#### Pre/Corequisites

None

#### Textbooks

Cengage Unlimited Access Code

1-term code required

Student may choose to purchase code for 2-term or 4-term depending on individual needs

<https://www.cengage.com/unlimited/>

New Perspectives Collection, Microsoft® 365 & Word® 2021 Comprehensive, 1st Edition

Ann Shaffer

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\*\*\*Optional textbook can be purchased after obtaining access to Cengage Unlimited for a reduced price.

## Learner Supplies

Access to a computer with internet connectivity

Microsoft Office 365 (desktop version)

USB Jump Drive (Optional)

## Institutional Learning Outcomes

### 1. ILO: Models professionalism

#### Criteria

- 1.1. Exhibit behaviors consistent with workplace standards.
- 1.2. Demonstrate personal accountability.

## Program Outcomes

### 1. Apply technology skills to business and administrative tasks

#### Criteria

- 1.1. you select appropriate technology
- 1.2. you apply technology to accomplish tasks
- 1.3. you integrate multiple resources when appropriate
- 1.4. you troubleshoot and solve problems in technology and systems

## Course Competencies

### 1. Create a document in Microsoft Word

#### Assessment Strategies

- 1.1. Module Assignment
- 1.2. SAM Path
- 1.3. Review Assignment

#### Criteria

*You will know you are successful when:*

- 1.1. your document is saved with the correct filename as instructed
- 1.2. you enter text into the document
  
- 1.3. you use the before and after paragraph spacing as instructed
- 1.4. the text is error-free
- 1.5. your document has an envelope attached to it

#### Learning Objectives

- 1.a. Open and save new Word documents
- 1.b. Append text
- 1.c. Insert and remove a hyperlink
- 1.d. Correct spelling and grammar errors
- 1.e. Adjust paragraph and line spacing
- 1.f. Use manual line breaks
- 1.g. Modify margins
- 1.h. Create an envelope
- 1.i. Preview and print a document

### 2. Apply basic formatting settings in a Word document

#### Assessment Strategies

- 2.1. Module Assignment
- 2.2. SAM Path

### 2.3. Review Assignment

#### Criteria

*You will know you are successful when:*

- 2.1. you correctly save a document as instructed
- 2.2. you spell check a document
- 2.3. your text is aligned appropriately and formatted as instructed
- 2.4. your inserted photo is aligned and formatted appropriately as instructed
- 2.5. you used a paragraph border and shading as instructed

#### Learning Objectives

- 2.a. Save a document with a new name
- 2.b. Change page orientation
- 2.c. Change the font, font size, font colors, and font styles
- 2.d. Apply text effects
- 2.e. Align text
- 2.f. Add paragraph borders and shading
- 2.g. Use the format painter
- 2.h. Insert, delete, and resize pictures
- 2.i. Apply picture styles
- 2.j. Use Help

### 3. Edit formatting in a Word document

#### Assessment Strategies

- 3.1. Module Assignment
- 3.2. SAM Path
- 3.3. Review Assignment

#### Criteria

*You will know you are successful when:*

- 3.1. your document contains bullets or numbered lists
- 3.2. you edit and added comments to your document
- 3.3. your used find and replace
- 3.4. you move text within the document
- 3.5. you format text with styles

#### Learning Objectives

- 3.a. Insert, delete, and reply to comments
- 3.b. Create bulleted and numbered lists
- 3.c. Promote and demote list items
- 3.d. Move text in a document
- 3.e. Use cut, copy, and paste
- 3.f. Use find and replace
- 3.g. Apply styles from the style gallery

### 4. Format Word documents to academia standards

#### Assessment Strategies

- 4.1. Module Assignment
- 4.2. SAM Path
- 4.3. Review Assignment

#### Criteria

*You will know you are successful when:*

- 4.1. your text is indented as instructed
- 4.2. your document contains page numbers
- 4.3. your document contains citations
- 4.4. your document contains a bibliography page
- 4.5. your document contains sources
- 4.6. your document matches academic formatting standards

- 4.7. your document contains footnotes and endnotes

### **Learning Objectives**

- 4.a. Apply indents to paragraphs
- 4.b. Insert and modify page numbers
- 4.c. Add and edit sources
- 4.d. Insert and edit citations
- 4.e. Insert a manual page break
- 4.f. Insert, modify, and update a bibliography
- 4.g. Insert footnotes and endnotes

## **5. Format multi-page Word documents with tables**

### **Assessment Strategies**

- 5.1. Module Assignment
- 5.2. SAM Path
- 5.3. Review Assignment

### **Criteria**

*You will know you are successful when:*

- 5.1. your document contains appropriate heading levels
- 5.2. your document contains a sorted table
- 5.3. your document contains the correct rows and columns
- 5.4. your tables column widths are correct
- 5.5. your table is formatted with the correct table style options and borders
- 5.6. your document contains tab stops
- 5.7. your document contains footnotes and endnotes
- 5.8. you correctly insert section breaks
- 5.9. your document contains footers and headers
- 5.10. your document contains a SmartArt graphic
- 5.11. your document contains a cover page
- 5.12. you change the document's theme

### **Learning Objectives**

- 5.a. Promote and demote headings
- 5.b. Insert and sort a table
- 5.c. Insert and delete rows and columns
- 5.d. Modify column widths
- 5.e. Apply table style options and table borders
- 5.f. Apply tabs
- 5.g. Create footnotes and endnotes
- 5.h. Hyphenate a document
- 5.i. Apply section breaks
- 5.j. Insert and modify SmartArt graphics
- 5.k. Add headers and footers
- 5.l. Separate the header/footer between sections
- 5.m. Insert a cover page
- 5.n. Change a document's theme

## **6. Apply desktop publishing features to improve formatting**

### **Assessment Strategies**

- 6.1. Module Assignment
- 6.2. SAM Path
- 6.3. Review Assignment

### **Criteria**

*You will know you are successful when:*

- 6.1. you use a continuous section break
- 6.2. you format text in columns
- 6.3. you insert symbols and special characters
- 6.4. you insert and format text boxes

- 6.5. you use the drop cap feature
- 6.6. you use WordArt features
- 6.7. you insert and crop a picture
- 6.8. you rotate and adjust a picture
- 6.9. you balance columns
- 6.10. you insert a page border
- 6.11. you save a document as a PDF
- 6.12. you open a PDF in Microsoft Word

**Learning Objectives**

- 6.a. Use a continuous section break
- 6.b. Format text in columns
- 6.c. Insert symbols and special characters
- 6.d. Distinguish between inline and floating objects
- 6.e. Insert and format text boxes
- 6.f. Use the Drop Cap feature
- 6.g. Use WordArt Features
- 6.h. Insert and crop a picture
- 6.i. Rotate and adjust a picture
- 6.j. Remove a photo's background
- 6.k. Balance columns
- 6.l. Insert a page border
- 6.m. Save a document as a PDF
- 6.n. Open a PDF in Microsoft Word