



Lakeshore Technical College

10-103-191 Word - Level 1

Course Outcome Summary

Course Information

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	Credits/Hours
Flexlab	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 Microsoft® Office 365 & Word 2019: Comprehensive, 1st Edition

Ann Shaffer | Katherine T. Pinard

ISBN-13: 9780357026182

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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

Word 2019

USB Jump Drive (Optional)

Core Abilities

1. Apply learning

Criteria

- 1.1. Learner transfers academic knowledge and principles to life and work situations
- 1.2. Learner incorporates prior learning
- 1.3. Learner knows when to ask for help
- 1.4. Learner demonstrates appropriate safety precautions
- 1.5. Learner identifies the need for lifelong learning
- 1.6. Learner develops the ability to research beyond the required work
- 1.7. Learner demonstrates a curiosity for learning about cultures, norms, and practices

2. Integrate technology

Criteria

- 2.1. Learner determines which tasks can be performed more efficiently by using technology
- 2.2. Learner uses technology to perform tasks more efficiently
- 2.3. Learner adapts to changing/emerging technology
- 2.4. Learner selects culturally appropriate technology/tools to communicate with diverse groups

Course Competencies

1. Navigate Microsoft Word and append text

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 1.1. SAM Training
- 1.2. SAM End of Module Project
- 1.3. SAM Project
- 1.4. SAM Exam
- 1.5. Review Problem

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

Linked Core Abilities

Apply learning

Integrate technology

Assessment Strategies

- 2.1. SAM Training
- 2.2. SAM End of Module Project
- 2.3. SAM Project
- 2.4. SAM Exam
- 2.5. Review Problem

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

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 3.1. SAM Training
- 3.2. SAM End of Module Project
- 3.3. SAM Project
- 3.4. SAM Exam
- 3.5. Review Problem

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

Linked Core Abilities

Apply learning

Integrate technology

Assessment Strategies

- 4.1. SAM Training
- 4.2. SAM End of Module Project
- 4.3. SAM Project
- 4.4. SAM Exam
- 4.5. Review Problem

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. Insert and format tables in a Word document

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 5.1. SAM Training
- 5.2. SAM End of Module Project
- 5.3. SAM Project
- 5.4. SAM Exam
- 5.5. Review Problem

Criteria

You will know you are successful when:

- 5.1. your document contains tables
- 5.2. you format the table correctly
- 5.3. your table is sorted
- 5.4. your settings for table style options are modified

Learning Objectives

- 5.a. Promote and demote headings
- 5.b. Insert a table
- 5.c. Sort a table
- 5.d. Insert and delete rows and columns
- 5.e. Modify column widths
- 5.f. Apply table styles
- 5.g. Apply table style options
- 5.h. Modify table borders

6. Format multi-page Word documents

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 6.1. SAM Training
- 6.2. SAM End of Module Project
- 6.3. SAM Project
- 6.4. SAM Exam
- 6.5. Review Problem

Criteria

You will know you are successful when:

- 6.1. your document contains tab stops
- 6.2. your document contains footnotes and endnotes
- 6.3. you correctly insert section breaks
- 6.4. your document contains footers and headers
- 6.5. your document contains a SmartArt graphic
- 6.6. your document contains a cover page
- 6.7. you change the document's theme

Learning Objectives

- 6.a. Apply tabs
- 6.b. Create footnotes and endnotes
- 6.c. Hyphenate a document
- 6.d. Apply section breaks
- 6.e. Insert and modify SmartArt graphics
- 6.f. Add headers and footers
- 6.g. Separate the header/footer between sections
- 6.h. Insert a cover page
- 6.i. Change a document's theme

7. Utilize Desktop Publishing Features

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 7.1. SAM Training
- 7.2. SAM End of Module Project
- 7.3. SAM Project
- 7.4. SAM Exam
- 7.5. Review Problem
- 7.6. Final Project

Criteria

You will know you are successful when:

- 7.1. you use a continuous section break
- 7.2. you format text in columns
- 7.3. you insert symbols and special characters
- 7.4. you insert and format text boxes
- 7.5. you use the drop cap feature

Learning Objectives

- 7.a. Use continuous section break
- 7.b. Format text in columns
- 7.c. Insert symbols and special characters
- 7.d. Distinguish between inline and floating objects
- 7.e. Insert and format text boxes
- 7.f. Use the Drop Cap feature

8. Improve Document Formatting

Linked Core Abilities

Apply learning

Integrate technology

Assessment Strategies

- 8.1. SAM Training
- 8.2. SAM End of Module Project
- 8.3. SAM Project
- 8.4. SAM Exam
- 8.5. Review Problem
- 8.6. Final Project

Criteria

- 8.1. you use WordArt features
- 8.2. you insert and crop a picture
- 8.3. you rotate and adjust a picture
- 8.4. you balance columns
- 8.5. you insert a page border
- 8.6. you save a document as a PDF
- 8.7. you open a PDF in Microsoft Word

Learning Objectives

- 8.a. Use WordArt features
- 8.b. Insert and crop a picture
- 8.c. Rotate and adjust a picture
- 8.d. Remove a photo's background
- 8.e. Balance columns
- 8.f. Insert a page border
- 8.g. Save a document as a PDF
- 8.h. Open a PDF in word