**Lakeshore Technical College**

# 10-103-191  Word 2016 - Level 1

## Course Outcome Summary

## Course Information

| | |
|---|---|
| **Description** | Word 2016 - 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 |

## Course Competencies

**1.     Navigate Microsoft Word and append text**

**Linked Core Abilities**
Apply learning
Integrate technology

**Assessment Strategies**
1.1.     Review Problem
1.2.     Case Problem
1.3.     Quiz

**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.     Review Problem
2.2.     Case Problem
2.3.     Quiz

**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.     Review Problem
3.2.     Case Problem
3.3.     Quiz
3.4.     Midterm Project

**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 document has themes applied to it
3.4.     your used find and replace
3.5.     you move text within the document

**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
3.h.     Apply themes

## 4.     Format Word documents to academia standards

**Linked Core Abilities**
Apply learning
Integrate technology

**Assessment Strategies**
4.1. Review Problem
4.2. Case Problem
4.3. Quiz
4.4. Midterm Project

**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

**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

## 5. Insert and format tables in a Word document

**Linked Core Abilities**
Apply learning
Integrate technology

**Assessment Strategies**
5.1. Review Problem
5.2. Case Problem
5.3. Quiz
5.4. Final Project

**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. Review Problem
6.2. Case Problem
6.3. Quiz

6.4.      Final Project

**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

**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