

Microsoft Word Learning Design

Information

Project Title: Microsoft Word

Course Number: 103 160

Total Credits: 2

The competencies and learning objectives contained within this document are what would be covered in the class and serves as a study guide for the exam. Please review this document carefully.

To schedule an exam: contact Greg Mittelsteadt at 920-924-3215 or cpl@morainepark.edu

- **80% is required on each section to pass this exam**
 - **15 multiple choice questions**
 - **Two task-based projects**
- **2 ½ hours will be allowed to complete the exam**

Exam must be finished in one session

Course Description

Introduces word processing applications, functions and features. Emphasizes creating, editing, saving and retrieving files; using wizards and templates; creating organized tables; and using grammar, formatting and spelling tools. Produces documents with charts generated from tables. Integrates information with other Microsoft Applications. Windows-based Microsoft Word software is used. It is recommended (but not required) that students complete Windows or Computer Literacy before enrolling in this course.

Performance Expectations

Competencies - Course Level

1. Modify Word documents.

Performance Standards

Learning Objectives

- a. Navigate Word.
- b. View documents.
- c. Use Spelling and Grammar Checkers.
- d. Organize documents.
- e. Save documents.
- f. Print documents.
- g. Create new documents.
- h. Edit documents.
- i. Format text.
- j. Use Help System.

2. Explore layout of text and references.

Performance Standards

Learning Objectives

- a. Change layout of document and paragraphs within document
- b. Rearrange text
- c. Create lists
- d. Work with headers and footers
- e. Insert frequently used text and symbols
- f. Create Reference pages

3. Add graphic elements to documents.

Performance Standards

Learning Objectives

- a. Insert graphic elements (including clip art and pictures)
- b. Add visual elements
- c. Modify graphic elements

4. Format tables and table elements.

Performance Standards

Learning Objectives

- a. Create tables
- b. Modify tables
- c. Delete tables
- d. Create a table from existing text

5. Work with tab stops.

Performance Standards

Learning Objectives

- a. Set tab stops
- b. Utilize tab stops
- c. Use tab leaders

6. Use styles and special formats.

Performance Standards

Learning Objectives

- a. Create a decorative title
- b. Create multicolumn layouts
- c. Add Special Formatting
- d. Use SmartArt
- e. Use existing Styles
- f. Create an outline

7. Format charts using online templates.

Performance Standards

Learning Objectives

- a. Create a chart
- b. Apply formatting to a chart
- c. Locate and download an online template
- d. Utilize a downloaded template

8. Use collaborative tools.

Performance Standards

Learning Objectives

- a. Use comments in a document
- b. Track changes in a document
- c. Compare and Combine documents
- d. Circulate documents for review