OST 136 WORD PROCESSING

COURSE DESCRIPTION:
Prerequisites: None
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation or a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Course Hours per Week: Class, 2. Lab, 2. Semester Hours, 3.

LEARNING OUTCOMES:
A. To offer an in-depth presentation of Microsoft Word 2016
B. To expose students to practical examples of the computer as a useful tool
C. To acquaint students with the proper procedures to create documents suitable for coursework, professional purposes, and personal use
D. To help students discover the underlying functionality of Word 2016 so they can become more productive
E. To develop an exercise-oriented approach that allows learning by doing

OUTLINE OF INSTRUCTION:

I. Creating, Formatting, and Editing A Word Document with a Picture
   A. Objectives
   B. Introduction
   C. Project
   D. Entering Text
   E. Formatting Paragraphs and Characters
   F. Correcting Errors and Revising a Document
   G. Applying Your Knowledge

II. Creating a Research Paper with Reference and sources
    A. Changing Document Settings
    B. Creating a Header
    C. Typing the Research Paper Text
    D. Creating an Alphabetical Works Cited Page
    E. Apply Your Knowledge

III. Creating a Business Letter with a Letterhead and Table
     A. Creating a Letterhead
     B. Creating a Business Letter
     C. Addressing and Printing Envelope and Mailing Labels
     D. Apply Your Knowledge

IV. Creating a Document with a Title Page, Lists, Tables, and a Watermark
    A. Creating a Title Page
    B. Inserting and Existing Document in an Open Document
    C. Creating Headers and Footers
    D. Editing and Formatting Lists
E. Editing and Formatting Tables
F. Creating a Watermark
G. Apply your Knowledge

V. Using a Template to Create a Resume and Sharing a Finished document
   A. Using a Template to Create a Resume
   B. Sharing a Document with Others
   C. Get a Sharing Link To Change the Style Set
   D. Apply Your Knowledge

VI. Creating a Newsletter with a Pull-Quote and Graphics
    A. Creating the Nameplate
    B. Formatting the First Page of the Body of the Newsletter
    C. Creating a Pull-Quote
    D. Formatting the Second Page of the Newsletter
    E. Apply Your Knowledge

VII. Using Document Collaboration, Integration, and Charting Tools
     A. Memo with Chart
     B. Reviewing a Document
     C. Charting a Word Table
     D. Creating a Blog Post
     E. Apply Your Knowledge

VIII. Creating a Reference document with a Table of Contents and an Index
      A. Preparing a Reference Document
      B. Working with a Master Document
      C. Organizing a Reference Document
      D. Apply Your Knowledge

IX. Creating a Template for an Online Form
    A. Saving a Document as a Template
    B. Changing Document Settings
    C. Enter Content in the Online Form
    D. Working with Templates
    E. Apply Your Knowledge

X. Enhancing an online Form and Using Macros
   A. Modifying Text and Form Content Controls
   B. Enhancing with Color, Shapes, Effects, and Graphics
   C. To use a Fill Effect for the Page Color
   D. To Apply a Shadow with a Picture
   E. Apply Your knowledge