

Competency Profile

Word Processing II

BTC: CAP 138 – MS Word (5 credits)



Advanced word processing & business document design techniques are covered. Course provides students with instruction using the commands and features of MS Word 2007 to create simple to complex business documents.

Prerequisites: CAP 101, 105 & 106. **NOTE:** skills for this course are aligned with MCAS – **Word 2007** Levels 1 & 2.

1. Creating & Customizing Documents

- 1.1 Create & format documents
 - Apply styles from Quick Styles set
 - Apply & modify themes to documents
 - Format page backgrounds
 - Add a blank page or cover page
 - Use document templates
- 1.2 Lay out documents
 - Change page format
 - Insert & edit headers & footers
 - Create & design appearance of columns
- 1.3 Make documents & content easier to find
 - Add navigation tools to documents
 - Build, change & update tables of contents
 - Build, change & update indexes
 - Change document properties
- 1.4 Personalize Office Word 2007
 - Modify research options
 - Change word options to suit personal preferences

2. Formatting Content

- 2.1 Format text & paragraphs
 - Format with Format Painter
 - Change timesteps, fonts, & font effects
 - Customize paragraph formats
 - Manipulate tabs
 - Format with styles
 - Build & edit styles
- 2.2 Manipulate text
 - Cut, move, copy & paste text
 - Use Find & Replace
 - Control pagination
 - Insert & remove page breaks
- 2.3 Control pagination
 - Create & revise sections

3. Working with Visual Content

- 3.1 Insert illustrations
 - Create SmartArt graphics
 - Add pictures from files & clip art
 - Add shapes to a document
- 3.2 Format illustrations
 - Use Quick Styles
 - Change text wrapping style
 - Size, crop, scale, & rotate images
 - Apply contrast, brightness, & coloration
 - Include text in SmartArt graphics & shapes
 - Reduce picture file size
- 3.3 Format text graphically
 - Add & edit WordArt
 - Create Pull Quotes
 - Create & revise drop caps
- 3.4 Insert and modify text boxes
 - Create text boxes
 - Design appearance of text boxes
 - Connect text boxes with a link

See page two for skill areas 4, 5 & 6

4. Organizing Content

- 4.1 Structure content by using Quick Parts
 - Incorporate building blocks into documents
 - Save commonly used information as building blocks
 - Add Quick Parts headers & footers to documents
 - Add fields from Quick Parts
- 4.2 Use tables & lists to organize content
 - Convert text to tables & lists & convert tables to text
 - Sort text
 - Change list format elements
- 4.3 Modify tables
 - Format tables with Quick Styles
 - Change table properties & options
 - Combine & split table cells
 - Calculate numbers in tables
 - Modify cell contents direction & position
- 4.4 Insert & format references & captions
 - Create & revise sources
 - Add citations & captions
 - Add & edit bibliographies
 - Choose reference styles
 - Develop, edit, & revise tables of figures & tables of authorities
- 4.5 Merge documents & data sources
 - Create a data source & a main document
 - Complete a merge with form letters
 - Merge envelopes & labels

5. Reviewing Documents

- 5.1 Navigate documents
 - Locate & move to locations in a document
 - Use Find and Go To
 - Switch to a different window view
 - Change window views
 - 5.2 Compare & merge document versions
 - Examine document versions for differences
 - Combine document versions
 - Merge revisions from several authors
 - 5.3 Manage tracked changes
 - Display revisions, deletions, & additions
 - Allow, deny, & incorporate tracked changes
 - Modify tracking options
 - 5.4 Insert, modify, & delete comments
- ## 6. Sharing & Securing Content
- 6.1 Prepare documents for sharing
 - Save a document in different formats
 - Use compatibility checker to distinguish features not supported by earlier versions
 - Delete inappropriate or personal information using Document Inspector
 - 6.2 Control document access
 - Limit permissions to documents
 - Identify documents as final
 - Establish passwords
 - Secure documents
 - 6.3 Attach digital signatures
 - Validate documents using digital signatures
 - Add a digital signature line

Assessment:

Using SAM/MCAS or other comparable exam, students pass at 80% or better.

College Textbook Reference:

 BTC – MS Word 2007 Level 1 & 2 – Benchmark Series; Rutkosky; Paradigm Publishers; 2008 Ed.