

**Course Title** Microsoft Word  
**Department** Career & Technical / Business

Curriculum Revision 2007  
**Course Length** 1-2 Semesters

### **Course Description:**

Use Microsoft Word to create letters, newsletters, reports, tables, labels, web pages, flyers, and forms. This self-paced course teaches the necessary word processing skills to be successful in school or in the workplace using the industry standard, Microsoft Word. If you're interested in serving as an office aide for a teacher or looking for a job as an office assistant, this course will provide many of the skills you'll need and use! This comprehensive course teaches the skills necessary to prepare for the Microsoft Word Specialist Exam.

### **Course Outcomes/Standards:**

#### **Outcome 1: Managing Your Files**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 1.1 Develop file management strategies
- 1.2 Explore files and folders
- 1.3 Create, name, copy, move, and delete folders
- 1.4 Name, copy, move, and delete files
- 1.5 Work with compressed files

#### **Outcome 2: Using Common Features of Microsoft Office**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 2.1 Explore the programs that comprise Microsoft Office
- 2.2 Start programs and switch between them
- 2.3 Explore common window elements
- 2.4 Minimize, maximize, and restore windows
- 2.5 Use personalized menus and toolbars

- 2.6 Work with task panes
- 2.7 Create, save, close, and open a file
- 2.8 Use the Help system
- 2.9 Print a file
- 2.10 Exit programs

### **Outcome 3: Creating a Document**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 3.1 Plan a document
- 3.2 Identify the components of the Word window
- 3.3 Choose commands using toolbars and menus
- 3.4 Create a new document
- 3.5 Scroll a document and move the insertion point
- 3.6 Correct errors and undo and redo changes
- 3.7 Save, preview, and print a document
- 3.8 Enter the date with AutoComplete
- 3.9 Remove Smart Tags
- 3.10 Create an envelope

### **Outcome 4: Editing and Formatting a Document**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 4.1 Check spelling and grammar
- 4.2 Select and delete text
- 4.3 Move text within the document
- 4.4 Find and replace text
- 4.5 Change margins, line spacing, alignment, and paragraph indents
- 4.6 Copy formatting with the Format painter
- 4.7 Change fonts and adjust font sizes
- 4.8 Emphasize points with bullets, numbering, bold, underlining, and italic
- 4.9 Preview formatted text

- 4.10 Add a comment to a document
- 4.11 Use the Research task pane

### **Outcome 5: Creating a Multiple-Page Report**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 5.1 Set tab stops
- 5.2 Divide a document into sections
- 5.3 Center a page between the top and bottom margins
- 5.4 Create a header with page numbers
- 5.5 Create a table
- 5.6 Sort the rows in a table
- 5.7 Modify a table's structure
- 5.8 Format a table
- 5.9 Explore Reading Layout view

### **Outcome 6: Desktop Publishing and Mail Merge**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 6.1 Identify desktop-publishing features
- 6.2 Create a title with WordArt
- 6.3 Work with hyperlinks
- 6.4 Create newspaper-style columns
- 6.5 Insert and edit graphics
- 6.6 Wrap text around a graphic
- 6.7 Incorporate drop caps
- 6.8 Use symbols and special typographic characters
- 6.9 Add a page border
- 6.10 Perform a mail merge

## **Outcome 7: Creating Styles, Outlines, Tables, and Tables of Contents**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 7.1 Create a new folder
- 7.2 Use the Thesaurus
- 7.3 Use fonts appropriately to add interest to a document
- 7.4 use styles
- 7.5 Attach a template to a document and create a new template
- 7.6 Create and modify an outline
- 7.7 Hyphenate a document
- 7.8 Add footnotes and endnotes
- 7.9 Insert current date and insert text with Click and Type
- 7.10 Apply text highlighting
- 7.11 Adjust character and paragraph spacing
- 7.12 Create a table of contents

## **Outcome 8: Creating Form Letters and Mailing Labels**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 8.1 Learn about the Mail Merge process
- 8.2 Use the Mail Merge task pane
- 8.3 select a main document
- 8.4 Create a data source
- 8.5 Insert mail merge fields into a main document
- 8.6 Edit a main document
- 8.7 Preview a merged document
- 8.8 Complete a mail merge
- 8.9 Edit an existing data source
- 8.10 Sort records
- 8.11 Create mailing labels and a phone directory

## **Outcome 9: Collaborating with Others and Creating Web Pages**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 9.1 Compare and merge documents
- 9.2 Embed and modify an Excel worksheet
- 9.3 Link an Excel chart
- 9.4 Modify and update a linked chart
- 9.5 Modify a document for online distribution
- 9.6 Insert and edit hyperlinks
- 9.7 Use Web Layout view
- 9.8 Save a Word document as a Web page
- 9.9 Format a Web document
- 9.10 View a Web document in a Web browser

## **Outcome 10: Customizing Word and Automating Your Work**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits,  
Production Skills, Labor

- 10.1 Create a document template
- 10.2 Apply advanced features to a document template
- 10.3 Create and modify styles within the document template
- 10.4 Apply borders and shading to a paragraph
- 10.5 Create, insert, and print AutoText entries
- 10.6 Use Smart Tags
- 10.7 Create a watermark
- 10.8 Customize the toolbars
- 10.9 Automate parts of a document using field codes
- 10.10 Import and run VBA macros
- 10.11 Record and run macros
- 10.12 Edit macros using the Visual Basic editor
- 10.13 Record an AutoMacro
- 10.14 Create a new document from a custom template
- 10.15 Insert text from another document file

10.16 Create and modify a chart using data from an Excel worksheet

### **Outcome 11: Creating On-Screen Forms Using Advanced Table Techniques**

**National Standards for Business Education (NBEA):** None

**AK Performance Standards:** Reading, Writing: Math:

**AK Content Standards:** EA1, 7; Technology

**AK Employability Standards:** A1, 2, 3, 4

**AK Cultural Standards:**

**All Aspects of Industry:** Management, Community, Technology, Work Habits, Production Skills, Labor

11.2 Learn how to design an effective on-screen form

11.3 Draw and erase rules and gridlines, rotate text, shade cells, and insert graphics in a form table

11.4 Split cells, merge cells, use reverse type, and move gridlines in a form table

11.5 Create text form fields to store numbers, dates, and regular text

11.6 Create drop-down list form fields, and check box form fields

11.7 Set up a form to perform automatic calculations

11.8 Record macros to perform special functions in an on-screen form

11.9 Protect, save, fill in, route, and fax an on-screen form

### **INSTRUCTIONAL MATERIALS:**

#### **Textbook**

Zimmerman, S. Scott, Beverly B. Zimmerman, and Ann Shaffer. *New Perspectives on Microsoft® Office Word 2003 Comprehensive*. Boston: Thomson Course Technology, 2004.

SAM 2003.5 Assessment and Training provides testing practice in preparation for the Microsoft Word Specialist Exam.

### **TECHNOLOGY RESOURCES:**

Computers and Internet access

Flash drive

Digital Projector

Printers

Software: Microsoft Office Suite (2003 or newer)