

**HIBBING COMMUNITY COLLEGE
COURSE OUTLINE**

COURSE NUMBER & TITLE: CAPP 1541: Advanced Word Processing
(Formerly BUS 208)

CREDITS: 2 (0 Lecture Hours / 64 Lab Hours per Semester)

PREREQUISITES: CAPP 1540 or equivalent

CATALOG DESCRIPTION:

Advanced Word Processing provides students an opportunity to learn advanced features of Microsoft Word. This course focuses on increased proficiency in accomplishing a variety of word processing components.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Review of Word basics
- II. Inserting Images
- III. Using Shapes, WordArt, and Advanced Character Formatting
- IV. Creating and Enhancing Tables
- V. Creating Charts
- VI. Merging Documents
- VII. Managing Lists and Sorting Data
- VIII. Formatting Page Numbers, Headers, and Footers
- IX. Inserting and Customizing QuickParts, AutoCorrect, and Word Options
- X. Creating and Managing Themes and Styles
- XI. Inserting Footnotes, Endnotes, and References

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. insert, format, size, and move pictures and clip art images.
2. create and format SmartArt graphics and organizational charts.
3. draw and format shapes, format WordArt, and align objects.
4. insert, format, and link text boxes.
5. create, format, and change designs of a table.
6. insert an Excel spreadsheet into a document.
7. create, format, and design charts.
8. create and merge documents, envelopes, labels, and directories.
9. insert custom numbers and bullets, and special characters such as symbols or nonbreaking spaces.
10. sort text in paragraphs, columns, and tables.
11. use the find & replace option within a document.

12. insert, format, and remove customized page numbers.
13. insert, format, and remove headers and footers.
14. insert, edit, delete, display, print, and reply to Comments.
15. embed and link data between Excel and Word.
16. insert, create, edit, modify and delete building blocks in QuickParts.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Thinking Creatively and Critically

STUDENT CONTRIBUTIONS:

Students are expected to attend all lectures and working sessions, participate and contribute to class discussions, complete all assignments on time and request assistance when needed. Students should spend at least four (4) hours per week preparing for class.

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS
SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS
MATERIALS, ETC.)**

Handouts and other materials are provided in class. Textbook: *As directed by instructor*

AASC APPROVAL DATE:	January 13, 2016
REVIEW DATE:	January 2021

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