

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 165 - Information Processing Software

Module 1: Basic Formatting Skills

Module 2: Advance Formatting Skills

Module 3: Creating Tables & Columns in Word 2010

**Business Division
Administrative Office Technology
Department**

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AOT 165 - Information Processing Software

Module 2: Advance Formatting Skills

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Description of Course

AOT 165 includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

Description of Module 2

In Module 2 students will learn how to perform advance formatting features of Microsoft Word 2010. They will learn how to move and copy text, cut and paste text, work with multiple document windows, and find and replace text. They will also learn to create comments, merge documents, create hyperlinks, control line and page breaks, add headers and footers to documents, and add page numbers to documents.



Introduction

Getting Started

In Module 2 the student will learn how to perform advance formatting features using Microsoft Word 2007. They will learn how to move and copy text, cut and paste text, work with multiple document windows, and find and replace text. They will also learn to create comments, merge documents, create hyperlinks, control line and page breaks, add headers and footers to documents, and add page numbers to documents.

Each module must be completed in order. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Basic Formatting Skills	20%
Module 2: Advance Formatting Skills	30%
Module 3: Creating Tables & Columns in Word 2003	30%
Research Paper on Your Career Choice	20%

Attendance Policies

Day students will be required to meet class two days a week for one hour and fifteen minutes each week for fifteen weeks. Day students will be allowed to miss a maximum of **six class meetings** during the semester. Night students will meet class two hours and forty-five minutes one night a week for fifteen weeks. Night students will be allowed to miss a maximum of **three class meetings** during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count towards the maximum number of absences allowed.

Students will be considered tardy if he/she arrives for class after the instructor has checked roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Credit Awarded

Upon satisfactory completion of **all three modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 on Module 2 before going on to Module 3.

Students must complete the requirements for Module 2 (Applying Your Skills, Assessing Proficiencies, and Creating Original Documents) before advancing to Module 3.

Module 2 Title	Chapters Covered	Due Date	Percentage of Module Grade
Advance Formatting Skills	Chapters 6-10	March 22, 2012 <u>Research Paper</u> April 19, 2012	Applying Your Skills-40% Assessing Proficiencies-30% Creating Original Documents-30%

Method of Instruction

Students should complete the reading and practice exercises for each lesson. These exercises should not be printed. Once the student completes the lesson exercises, he/she should do the Applying Your Skills exercises. All of these exercises should be printed and turned in to the instructor for grading. At the end of each Unit, the student should do the Assessing Proficiencies and Creating Original Documents exercises, print them, and turn them in to the instructor for grading.

Two points will be deducted for each error found on all work turned for grading. Students will receive a numeric grade on each exercise turned in. Students will receive a overall grade for all Applying Your Skills, Assessing Proficiencies, and Creating Original Documents exercises.

Technology Requirements

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2010 software. **All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date.**

Materials Required

Students must purchase the following:

Microsoft Word 2010, Signature Series, by Nita Rutkosky and Audrey Rutkosky Roggenkamp. Published by Paradigm Publishing, 2011.

USB 2.0 Flash Drive for saving assignments/files

Resources

The following items will be available for student use but must remain in the OST Lab at all times.

Dictionary
Word Division Handbook
Secretarial Handbook

Prerequisite Skills

OST 105 with a grade of "C" or better, OST 101 with a grade of "C" or better, or satisfactory completion of OST 106.

Student Time Commitment

Students will be required to meet class for two and a half hours each week for day classes and two hours and forty-five minutes for night classes. Students should be aware that they might need to spend extra time in the lab to complete the necessary course assignments.

Instructor Contact Information

Instructor: Chris Smith
Office location: Room 703A
Office phone: (843) 921-6974 (if no answer, leave message on my voice mail)
E-mail address: csmith@netc.edu

Class/Office schedule is posted on office door. If the office hours listed is not convenient, please call or e-mail me for an appointment.

Documentation of Completion

Documentation will be given for completion of this module when the student has satisfactorily completed the requirements for this module (Lesson Applications, On Your Own exercises, Unit Applications) with a grade of 77 (C or better).

Student Learning Outcomes (expected performance outcomes, level of proficiency)

Once the student completes this module, he/she will be able to:

1. Change document views.
2. Change margins, page orientation, and paper size in a document.
3. Format pages at the Page Setup dialog box.
4. Insert section breaks.
5. Create and format text in columns.
6. Hyphenate words automatically and manually.
7. Insert line numbers in a document.
8. Insert a watermark, page color, and page border.
9. Insert a page break, blank page, and cover page.
10. Insert page numbering.
11. Insert and edit predesigned headers and footers.
12. Demonstrate how to use the Click and Type feature.
13. Vertically align text.
14. Insert symbols and special characters.
15. Insert a drop cap.
16. Insert the date and time.
17. Insert a file into an open document.
18. Navigate in a document using Document Map, Thumbnails, bookmarks, hyperlinks, and cross-references.
19. Create and rename a folder.
20. Select, delete, copy, move, rename, and print documents.
21. Move a document from one folder into another.
22. Create a document using a Word template.
23. Open, close, arrange, split, maximize, minimize, and restore documents.
24. Print specific pages or sections of a document.
25. Print multiple copies of a document.
26. Create and print envelopes and tables.

Chapter 6

Performance Outcomes --

- ❖ Change document views.
- ❖ Change margins, page orientation, and paper size in a document.
- ❖ Format pages at the Page Setup dialog box.
- ❖ Insert section breaks.
- ❖ Create and format text in columns.
- ❖ Hyphenate words automatically and manually.
- ❖ Insert line numbers in a document.
- ❖ Insert a watermark, page color, and page border.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 6	177-210	6.1-6.3

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 7

Performance Outcomes --

- ❖ Insert a page break, blank page, and cover page.
- ❖ Insert page numbering.
- ❖ Insert and edit predesigned headers and footers.
- ❖ Use the Click and Type feature.
- ❖ Vertically align text.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 7	211-243	7.1-7.4

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 8

Performance Outcomes --

- ❖ Insert symbols and special characters.
- ❖ Insert a drop cap.
- ❖ Insert the date and time.
- ❖ Insert a file into an open document.
- ❖ Navigate in a document using Document Map, Thumbnails, bookmarks, hyperlinks, and cross-references.
- ❖ Insert hyperlinks to a location in the same document, a different document, and a file in another program.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 8	245-272	8.1-8.2

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 9**Performance Outcomes** --

- ❖ Create and rename a folder.
- ❖ Select, delete, copy, move, rename, and print documents.
- ❖ Move a document from one folder into another.
- ❖ Create a document using a Word template.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 9	273-306	9.1-9.3

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 10

Performance Outcomes --

- ❖ Open, close, arrange, split, maximize, minimize, and restore documents.
- ❖ Print specific pages or sections of a document.
- ❖ Print multiple copies of a document.
- ❖ Create and print envelopes and tables.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 10	307-336	10.1-10.2

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

How to Turn in Lessons

1. Name in upper right corner; include lesson number and exercise number.
2. Do not combine exercises/documents on the same page. **Start each exercise/document on a separate page.**
3. Staple lessons in upper left corner. Do not staple different lessons together.
4. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



Evaluation of Module

Once a student completes the Lesson Applications and On Your Own exercises, they will be required to do the Unit Applications listed below.

Units	Pages	Assessing Proficiencies	Creating Original Documents
Unit 2	337-344	U2.1-U2.9	U2.10-U2.12

The grade for Module 2 will be determined by the following guidelines:

Module 2 Title	Chapters Covered	Due Date	Percentage of Module Grade
Word 2003—Advance Formatting Skills	6 - 10	March 22, 2012 <u>Research Paper</u> April 19, 2012	Applying Your Skills—40% Assessing Proficiencies—30% Creating Original Documents—30%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1:Basic Formatting Skills	20%
Module 2:Advance Formatting Skills	30%
Module 3:Creating Tables & Charts	30%
Research Paper	20%

Final grade for the course will be determined by the following grading scale:

93-100	A
85-92	B
77-84	C
70-76	D
69 or below	F