

WORD CERTIFICATION PREPARATION, CIT 201

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COURSE DESCRIPTION:

This course is designed to prepare students for the entry-level Microsoft Word certification exam. Students will create documents using formatting basics, tables, graphics, citations, mail merges, tables of contents, and custom features.

COURSE OBJECTIVES:

Upon satisfactory completion of this course, student will be able to:

- Prepare Documents
- Format Characters and Paragraphs
- Customize Paragraphs
- Format Pages
- Apply Formatting and Insert Objects
- Maintain Documents
- Create Tables and SmartArt
- Merge Documents
- Customize Paragraphs and Pages
- Proof Documents
- Automate and Customize Formatting
- Customize and Navigate in a Document
- Insert Special Features and References
- Create Specialized Tables and Indexes
- Work with Shared Documents
- Protect and Prepare Documents

PREREQUISITES:

No prerequisites are required for this course.

TEXT AND SOFTWARE:

Text: Rutkosky, Nita and Rutkosky Roggenkamp, Audrey, *Microsoft Word 2007 Levels 1 & 2 with SNAP*, Paradigm Publishing Inc., 2008. ISBN: 978-0-76383-156-1. Available at the TMCC bookstore.

Text without SNAP. ISBN: 978-0-76383-039-7. SNAP: ISBN: 978-0-76382-957-5.

Software: Microsoft Word 2007

Disks: If you wish to use the TMCC Computer labs, you will need a floppy disk or a flash drive for backing up homework files.

EVALUATION MEASURES:

Students will be evaluated based on points accumulated on Homework Assignments, Quizzes, and Exams. Homework will be graded based on completeness, accuracy, and neatness. There will be 17 Quizzes and three Exams. A maximum of 100 points will be awarded for each exam.

Homework Assignments = 340 points
3 Exams @ 100 points each = 300 points
Quizzes = 87 points

Total available points = 727 points

Final Grade

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 -- 69% = D

Less than 60% = F

COURSE POLICIES:

- It is each student's responsibility to obtain the class material **regularly**. This is NOT a self-paced class. All homework assignments must be completed and submitted on time to receive possible full credit. Homework may be submitted up to one week late for a maximum of 75% credit. Homework assignments received after one week will not be accepted. All assignments must be completed by the end of the semester in order to receive credit for the class.
- **There have been some changes from previous semesters: If a student does not finish the course and does not withdraw, that student's final grade will be an F. The deadline to withdraw from full-term Spring semester classes is April 30, 2010.**
- Plagiarism and cheating are serious offenses and may be punished by failure on exams or homework. For more information, please refer to the TMCC catalog.

ADA

Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, come by the Red Mountain Building, room 315 B or visit www.tmcc.edu/drc.

TUTORING AND LEARNING CENTER (formerly THE SOURCE and LEARNING HUB)

Provides study skills and tutoring. For more information, visit VSTA B106, call 674-7517 or find them on the internet at: [Tutoring and Learning Center at TMCC](#)

COURSE OUTLINE:

Preparing Documents

- Opening Microsoft Word 2007
- Creating, Saving, Printing and Closing a Document
- Editing a Document
- Selecting Text
- Using Undo and Redo
- Checking Spelling and Grammar
- Using Help

Formatting Characters and Paragraphs

- Changing Fonts
- Applying Styles and Themes
- Changing Paragraph Alignment
- Indenting Text
- Spacing Before and After Paragraphs
- Formatting with Format Painter
- Repeating Last Action
- Changing Line Spacing
- Revealing Formatting

Customizing Paragraphs

- Applying Numbering and Bullets
- Inserting Paragraph Borders and Shading
- Sorting Text in Paragraphs
- Manipulating Tabs
- Cutting, Copying, and Pasting Text
- Using the Clipboard

Formatting Pages

- Changing the View and Page Setup
- Inserting Pre-designed Page Numbers
- Inserting Pre-designed Headers, and Footers
- Formatting the Page Background
- Finding and Replacing Text and Formatting

Applying Formatting and Inserting Objects

- Creating Columns
- Hyphenating Words
- Creating a Drop Cap
- Inserting Symbols and Special Characters
- Inserting the Date and Time
- Using the Click and Type Feature
- Vertically Aligning Text
- Inserting an Image
- Inserting and Customizing a Pull Quote
- Drawing Shapes
- Creating and Modifying WordArt Text

Maintaining Documents

- Creating and Maintaining Folders
- Copying and Moving Documents
- Working with Windows
- Inserting a File
- Previewing a Document
- Printing Documents
- Creating and Printing Envelopes and Labels
- Creating a Document Using a Template

Creating Tables and SmartArt

- Creating a Table
- Changing the Table Design
- Selecting Cells
- Changing Table Layout
- Performing Calculations in a Table
- Creating SmartArt

Merging Documents

- Completing a Merge
- Merging Envelopes and Labels
- Editing a Data Source File
- Inputting Text During a Merge

Customizing Paragraphs and Pages

- Inserting Custom Numbers and Bullets
- Inserting Multi-Level List Numbering
- Inserting Quick Parts and Fields

Customizing the Quick Access Toolbar

Customizing and Navigating in a Document

- Customizing Themes
- Formatting with Styles
- Modifying a Style
- Saving a Custom Quick Styles Set
- Modifying an Applied Style
- Selecting and Displaying Styles
- Revealing Style Formatting
- Navigating in a Document
- Inserting Hyperlinks
- Creating a Cross-Reference

Inserting Special Features and References

- Sorting Text in Paragraphs
- Sorting Records in a Data Source
- Selecting Records
- Inserting a Non-breaking Space
- Finding and Replacing Special Characters
- Creating a Template
- Creating Footnotes and Endnotes
- Creating Citations and Bibliographies

Creating Specialized Tables and Indexes

- Creating a Table of Contents
- Creating an Index
- Creating a Table of Figures
- Creating a Table of Authorities

Working with Shared Documents

- Inserting Comments
- Tracking Changes in a Document
- Combining Documents

Protecting and Preparing Documents

- Protecting Documents
- Preparing a Document for Distribution
- Using a Digital Signature

CLASS SCHEDULE

Welcome to CIT 201 Word Certification			
1 Due Feb 1	Read Pages xv, xvi, and Introduction pages 1 through 48 in the textbook.	Send a short e-mail to the instructor introducing yourself and verifying that you will be using Word 2007 for your assignments.	5
	Take Syllabus Quiz listed under Assignments, Week 1 on the Course Content Tab.	This is a very simple 7 question quiz about our course such as our software, last day of class, and your instructor's contact information.	7
	Read and work through Level 1, Chapter 1, Preparing Documents (Pages 7 – 34).	Complete Level 1, Chapter 1 Assessments 1 and 2 (Pages 32 and 33) for homework.	20

	*See Week 1 Assignment and Drop Box under Course Content, Assignments for more information.	Complete Chapter 1 Quiz.	5
		Login to SNAP and work through Tutorial 1.1 <u>Creating a Document</u>. Complete SNAP Concept Exam CH_1_MC and Skills Exam CH_1_SKILL.	5
2 Due Feb 8	Read and work through Chapter 2, Formatting Characters and Paragraphs (Pages 35 – 68).	Complete Chapter 2 Assessments 1 (Page 66) and 3 (Page 67) for homework.	20
	*See weekly Assignment and Drop Box under Course Content for more information.	Complete Chapter 2 Quiz	5
		Login to SNAP and work through Tutorials 2.1 <u>Modifying Text Format</u>, 2.2 <u>Formatting with Quick Style, Themes and the Mini Toolbar</u>, and 2.3 <u>Modifying and Comparing Text Formatting</u>. Complete SNAP Concept Exam CH_2_MC and Skills Exam CH_2_SKILL.	5
3 Due Feb 16	Read and work through Chapter 3, Customizing Paragraphs (Pages 69 – 102) along with Chapter 4, Formatting Pages (Pages 103 – 144).	Complete Chapter 3 Assessments 1 (Page 98) and 2 (Page 99) and Chapter 4 Assessments 2 (Page 141) and 3 (Page 142) for homework.	40
	College closed on Monday, Feb 15 for President’s Day.	Complete Chapter 3 and Chapter 4 Quizzes	10
	Login to SNAP and work through Tutorials 3.1 <u>Formatting Paragraphs Using Formatting Features</u>, 3.2 <u>Copying and Moving Text</u>, 4.1 <u>Organizing Documents</u>, 4.2 <u>Enhancing Documents</u>, and 4.3 <u>Searching within a Document</u>.	Complete SNAP Concept Exam CH_3_MC and Skills Exam CH_3_SKILL along with SNAP Concept Exam CH_4_MC and Skills Exam CH_4_SKILL.	10
4 Due Feb 22	Read and work through Chapter 5, Applying Formatting and Inserting Objects (Pages 153 – 192).	Complete Chapter 5 Assessments 1 (Page 190) and 2 (Page 191) for homework.	20
		Complete Chapter 5 Quiz	5
	Login to SNAP and work through Tutorials 5.1 <u>Applying Formatting and Inserting Section Breaks</u> and 5.2 <u>Using Additional</u>	Complete SNAP Concept Exam CH_5_MC and Skills Exam CH_5_SKILL.	5

	Features		
5 Due Mar 1	EXAM 1	Multiple Choice and Proficiency Exams	100
6 Due Mar 8	Read and work through Chapter 6, Maintaining Documents (Pages 193 – 224), and Chapter 7, Creating Tables and SmartArt, (Pages 225 – 269).	Complete Chapter 6 Assessments 2, 3 (Page 222) and 5 (Page 223) along with Chapter 7 Assessments 1 (Page 263), 3 (Page 265), and 5 (Page 266) for homework.	30
		Complete Chapter 6 and 7 Quizzes	10
	Login to SNAP and work through Tutorials 6.1 <u>Managing Folders and Multiple Documents</u>, 6.2 <u>Printing Documents</u>, 7.1 <u>Working with Tables</u>, and 7.2 <u>Working with Charts</u>	Complete SNAP Concept Exam CH_6_7_MC and Skills Exam CH_6_7_SKILL.	5
<i>Spring Break - March 15 to 19</i>			
7/8 Due Mar 22	Read and work through Chapter 8, Merging Documents (Pages 271 – 298).	Complete Chapter 8 Assessments 1, (Page 295) and 2 (Page 297) for homework.	20
		Complete Chapter 8 Quiz	5
	Login to SNAP and work through Tutorials 8.1 <u>Using Mail Merge</u>	Complete SNAP Concept Exam CH_8_MC and Skills Exam CH_8_SKILL	5
9 Due Mar 29	Read and work through Level 2, Chapter 1, Customizing Paragraphs and Pages (Level 2, Pages 7 – 45).	Complete Level 2, Chapter 1 Assessments 2, 3 (Page 42), 4 (Page 43), and 5 (Page 44) for homework.	20
		Complete Level 2, Chapter 1 Quiz	5
	Login to SNAP and work through Level 2, Tutorials 1.1 <u>Creating Professional Documents</u> and 1.2 <u>Working with Headers, Footers</u>.	Complete SNAP Concept Exam L2_CH_1_MC and Skills Exam L2_CH_1_SKILL.	5
10 Due Apr 5	Read and work through Level 2, Chapter 2, Proofing Documents (Level 2, Pages 47 – 74) and Chapter 3, Automating and Customizing Formatting (Pages 75 - 107).	Complete Level 2, Chapter 2 Assessment 2 (Page 71) and Chapter 3 Assessment 2 (Page 104) for homework.	20
		Complete Level 2, Chapter 2 and 3 Quizzes	10
	Login to SNAP and work through Level 2, Tutorials 2.1	Complete SNAP Concept Exam L2_CH_2_3_MC and Skills	5

	<u>Proofreading a Document, 2.2 Using Research and Translation, 3.1 Customizing Word's Writing Tools and Using Building Blocks, and 3.2 Customizing Word's Writing Tools and Using Quick Parts.</u>	Exam L2_CH_2_3_SKILL.	
11 Due Apr 12	EXAM 2	Multiple Choice and Proficiency Exams	100
12 Due Apr 19	Read and work through Chapter 4, Customizing and Navigating in a Document (Pages 109 – 149).	Complete Chapter 4 Assessments 1 (Page 146) and 3 (Page 147) for homework.	20
		Complete Level 2, Chapter 4 Quiz	5
	Login to SNAP and work through Tutorials <u>4.1 Customizing Themes, 4.2 Working with Styles, and 4.3 Navigating within Documents</u>	Complete SNAP Concept Exam CH_4_MC and Skills Exam CH_4_SKILL.	5
13 Due Apr 26	Read and work through Chapter 5, Inserting Special Features and References (Pages 159 – 198) and Chapter 6, Creating Specialized Tables and Indexes (Pages 199 – 234).	Complete Chapter 5 Assessments 2 (Page 194) and 4 (Page 197) along with Chapter 6 Assessments 2 (Page 232) and 3 (Page 233) for homework.	30
		Complete Level 2, Chapter 5 and 6 Quizzes	10
	Login to SNAP and work through Tutorials <u>5.1 Sorting and Selecting Data, 5.2 Working with Footnotes and Endnotes, 5.3 Using Sources, Citations, and Bibliographies, 6.1 Table of Contents and Index, and 6.2 Table of Figures and Table of Authorities.</u>	Complete SNAP Concept Exam L2_CH_5_6_MC and Skills Exam L2_CH_5_6_SKILL.	5
14 Due May 3	Read and work through Chapter 7, Working with Shared Documents (Pages 235 – 264) and Chapter 8, Protecting and Preparing Documents (Pages 265 – 298).	Complete Chapter 7 Assessments 1, (Page 261), 3, 4 (Page 262) and 5 (Page 263) along with Chapter 8 Assessments 1, 2, and 3 (Page 296) for homework.	35
		Complete Level 2, Chapter 7 and 8 Quizzes	10
	Login to SNAP and work through Tutorials <u>7.1 Using Templates and Sharing Documents, 8.1 Protecting Shared Documents, 8.2 Document Properties and</u>	Complete SNAP Concept Exam L2_CH_7_8_MC and Skills Exam L2_CH_7_8_SKILL.	5

	<u>Default Settings, and 8.3 Using Advanced Security and Preparing Documents.</u>		
15 Due May 10	EXAM 3	Multiple Choice and Proficiency exams	100
Last class is May 13	This will be our last class.	All homework and exams MUST be submitted by May 13 at 11:55 pm.	Have a nice break!

This syllabus is subject to change at the instructor's discretion.