![MN Moore Norman Technology Center logo]

MOORE NORMAN
TECHNOLOGY CENTER

Word 2016 - Level I
CI273

Hours :   In Class 65   Clinical   Total 65

Description

Are you looking to get back in the workforce maybe working in an office environment? Learn Microsoft Office at your own pace with our Computer FlexTrack courses! You will learn using Microsoft Word with hands-on exercises working your way to a level of confidence in this Microsoft Office application. The skills you acquire in this course will make you more valuable to your employer, and the FlexTrack format allows you to complete the course on your schedule!

If you are interested in certifying, this course will also help prepare you for the Specialist level of the Microsoft Office Specialist certification examination. If you elect to sit for the certification exam, this course (along with level II - ci274), is an excellent preparatory event.

Prerequisites

CI900 - Computer Fundamentals (Windows 10) or students should be familiar with one or more Microsoft operating systems, and have the ability to use a keyboard and a mouse.

Books

Benchmark Series: Microsoft Word 2016 Level I   - ISBN: 978-0-76386-983-0   (Included)

Microsoft Office Word 2016 LogicalGUIDE   - ISBN: 091048LG   (Included)

Learning Objectives

1. Open and exit Microsoft Word. Create, edit, name, save, print, open, and close a Word document. Move the insertion point within a document.

2. Scroll within a document. Select text in a document. Check spelling and grammar. Use the Undo & Redo buttons. Use the Help feature.

3. Apply character formatting elements. Apply formatting to paragraphs of text. Apply styles from Quick Styles sets. Apply themes.

4. Apply numbering and bulleting to text. Sort paragraph text. Use the Ruler and the Tabs dialog box. Cut, copy, and paste text.

5. Change document views, orientations, and dimensions. Use the Navigation pane. Format pages at the Page Setup dialog box.

6. Insert a page break, a blank page, a cover page, a watermark, a page border, headers, footers, page color, and page numbering.

7. Insert section breaks. Format text in columns. Insert symbols, special characters, and the date and time. Create a drop cap.

8. Use the Click and Type feature. Vertically align text. Insert, format, and customize pictures, clip art, text boxes, shapes, and WordArt.

9. Create and rename a folder. Save documents in different file formats. Open, close, arrange, split, maximize, minimize, restore, select, delete, copy, move, rename and print documents.

10. Print envelopes and labels. Insert a file into an open document. Create, edit and format a table. Create and format a SmartArt diagram and organizational chart.

11. Create and merge letters, envelopes, labels, and a directory. Edit main documents and data source files. Input text during a merge.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include individual instruction and demonstration.

Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

Grading Policy

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = Below 60%
A course grade of D does not qualify the course as a prerequisite to other courses.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.

Students should be familiar with one or more Microsoft operating systems, and have the ability to use a keyboard and a mouse.