MOORE NORMAN
TECHNOLOGY CENTER

Word 2016 - Level II
CI274

Hours :   In Class 65   Clinical   Total 65

Description

You have conquered Word 2016 Level I and you are ready to continue to complete your Word 2016 training. In this level II course, you will you gain the remaining skills using hands-on exercises to be able to sit for both the Microsoft Excel Specialist and Expert levels of the Microsoft Office certification examinations. The skills you will acquire in this course can make you more valuable to your employer, and the FlexTrack format allows you to complete the course on your schedule!

Prerequisites

CI273 Word 2016 - Level I

Books

Benchmark Series: Microsoft Word 2016 Level II   - ISBN: 978-0-76386-985-4   (Included)

Learning Objectives

1. Insert custom numbers and bullets, define new numbering formats, define new picture and symbol bullets, and apply multilevel numbering to text.
2. Insert and edit headers and footers, print specific sections of a document, control text flow on pages, and present text visually in a chart.
3. Use spelling checker, grammar checker, and thesaurus. Display word, paragraph, and character counts. Use the language translation feature.
4. Customize the Auto-correct feature and use the Auto-correct Options button. Create, insert, sort, edit, modify, and delete building blocks.
5. Insert and update fields from Quick Parts. Customize the Quick Access tool-bar. Create, apply, edit, and delete custom themes.
6. Create, apply, edit, save, and delete custom themes. Navigate in a document using the Navigation pane, thumbnails, bookmarks, hyper-links, and cross-references.
7. Sort text in paragraphs, columns, and tables. Reference documents and acknowledge sources using footnotes, endnotes, citations and bibliographies.
8. Sort records in a data source file. Create, insert, and update a table of contents, an index, and a table of figures.
9. Insert, edit, and delete comments. Track changes to a document and customize tracking. Compare and combine documents.
10. Restrict formatting and editing and allow exceptions to restrictions. Password protect a document. Inspect and encrypt a document.
11. Open a document in different views. Modify document properties. Create and apply a digital signature. Manage versions.

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.