THAMES VALLEY STATE TECHNICAL COLLEGE
COURSE OUTLINE

Course Number/Title: CSC 1209   Word Processing Lab
Lecture: _0_ hrs   **Laboratory:** _2_ hrs   **Credit:** _1_ hrs   **Contact:** _2_ hrs

Course Description: The student uses a basic knowledge of the fundamental word processing operations that can be performed using word processing software to create, edit, save and print documents. The student uses word processing special features to prepare and format documents that are business applications.

Method: Student performance of selected laboratory exercises, demonstration.

Text: Gonzalez, Jean et al. *Beginning Microsoft Word 5.0.* California: Mitchell McGraw Hill, 1991. Gonzalez, Jean et al. *Advanced Microsoft Word 5.0.* California: Mitchell McGraw Hill, 1991.

Materials: 3.5 inch high density floppy diskette.

Prerequisites: None   **Co-Requisites:** CSC 1208

COURSE TOPICS/CONTENT

	HOURS
1. Create, Revise, Save Documents, Help Options	2
2. Spell Checker and Print Options	2
3. Page, Paragraph and Character Format Options	4
4. Footnotes, Thesaurus, Search and Replace Commands	2
5. Tabs Settings, Macros, and Tables	2
6. Window Options and Document Retrieval	2
7. Merging Letters, Mailing Lists and Labels	4
8. Layout Options for Graphics and Text	2
9. Style Sheets and Selecting Styles	2
10. Creating and Using Forms	2
11. Creating Outlines	2
12. Sorting Records and Paragraphs	2
13. Table of Contents and Index	2
TOTAL HOURS	**30**

Prepared By: Carol P. Makara   Date: May 13, 1991

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Measurable Objectives

The student will be able to:

1. Create, edit, save, and print a document.

2. Use the spelling checker and the print options to prepare a document.

3. Format pages, paragraphs and characters in a document.

4. Use of the thesaurus, and search and replace words and phrases in a document. Add footnotes to a document.

5. Set and use tabs in tables, record and use macros and glossary entries in a document.

6. Use multiple windows in document preparation and find documents using the document retrieval command.

7. Set up and merge documents and mailing lists and create mailing labels using the merge command.

8. Create two- and three-column layout using portrait and landscape mode.

9. Create and use style sheets in documents.

10. Create a form using hidden markers and the calculation feature.

11. Create an outline, insert and delete headings, and number the outline.

12. Sorting paragraphs and records on alphanumeric and numeric fields, in ascending and descending order.

13. Create a table of contents and an index.