El Centro College
ITSC 2421
ADVANCED WORD PROCESSING
Syllabus

COURSE DESCRIPTION

Prerequisites: ITSW 1401, Introduction to Word Processing or instructor approval.

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

This course is designed to prepare you to take the certification test for Microsoft Office Word 2013 Certified Applications Specialist. Topics include creating, saving, and printing documents. Projects include creating newsletters, an index, and table of contents, online forms, using Word’s collaboration tools, linking an Excel worksheet and charting its data in Word, and using VBA with Word. An introduction to XML is also presented.

This is a 4 credit hour course. (3 Lec., 4 Lab.)

WECM END-OF-COURSE OUTCOMES: Use intermediate word processing, spreadsheet, database, and/or presentation software techniques; and apply integration techniques to produce documents.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSC 2421, Advanced Word Processing, students will be able to:

- Share master documents with classmates to review, add comments, and track changes
- Format documents with multiple columns, using WordArt to create and revise a professional newsletter
- Create macros and edit VBA coding, as well as discussing with classmates the importance of protecting Word documents.
- Develop an understanding of desktop publishing
- Integrate features linking an Excel Worksheet and Charting its data in Word.

COURSE MATERIALS


GMETRIX: GMetrix.com

Diskettes: CDs or USB Flash Drive
Paper and pencil

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a
university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Major Course Requirements**
Student will complete START HERE Assignments.
Students will complete Discussion Board items on a weekly basis.
Students will complete a Learning Style Inventory.
Students will complete a one-page research paper comparing and contrasting Office 2010, and 2013.
Students will complete study guide questions on each chapter.
Students will complete Certiprep questions to prepare for certification
Students will complete a Microsoft Office Specialist certification exam.
Students will complete Chapter, Apply Your Knowledge, Make It Right, Extend Your Knowledge, In the Lab, and Consider This: Your Turn assignments which will evaluate the student’s skills performance of each chapter on the following topics:

**Office 2013 and Windows 8: Essentials Concepts and Skills**
Use a touch screen, Perform basic mouse operations, Start Windows and sign in to an account
Identify the objects on the Windows 8 desktop, Identify the apps in and versions of Microsoft Office
2013, Run an app, Identify the components of the Microsoft Office ribbon, Create folders
Save files, Change screen resolution, Perform basic tasks in Microsoft Office apps, Manage files
Use Microsoft Office Help and Windows Help

**Office 365**
Describe the components of Office 365, Compare Office 2013 to Office 365 subscription plans
Understand the productivity tools of Office 365, Sync multiple devices using Office 365, Describe how business teams collaborate using SharePoint, Describe how to use a SharePoint template to design a public website, Describe how to conduct an online meeting with Lync

**Creating a Newsletter with a Pull-Quote and Graphics**
Insert and format WordArt, Set custom tab stops, Crop a graphic, Rotate a graphic, Format a document in multiple columns, Justify a paragraph, Hyphenate a document, Format a character as a drop cap,
Insert a column break, Insert and format a text box, Copy and paste using a split window
Balance columns, Modify and format a SmartArt graphic, Copy and paste using the Office Clipboard
Add an art page border

**Using Document Collaboration, Integration, and Charting Tools**
Insert, edit, view, and delete comments, Track changes, Review tracked changes, Compare documents,
Combine documents, Link an Excel worksheet to a Word document, Break a link
Create a chart in Word, Format a Word chart, View and scroll through side-by-side documents
Create a new document for a blog post, Insert a quick table, Publish a blog post

**Creating a Reference Document with a Table of Contents and an Index**
Insert a screenshot, Add and modify a caption, Create a cross-reference, Insert and link text boxes
Compress pictures, Work in Outline view, Work with a master document and subdocuments
Insert a cover page, Create and modify a table of contents, Use the Navigation Pane, Create and update a table of figures, Build, modify, and update an index, Create alternating footers, Add bookmarks
Creating a Template for an Online Form
Save a document as a template, Change paper size, Change paper color, Insert a borderless table in a form, Show the DEVELOPER tab, Insert plain text, drop-down list, check box, rich text, combo box, and date picker content controls, Edit placeholder text, Change properties of content controls, Insert and format a rectangle shape, Customize a theme, Protect a form, Open a new document based on a template, Fill in a form

Enhancing an Online Form and Using Macros
Unprotect a document, Specify macro settings, Convert a table to text, Insert and edit a field, Create a character style, Apply and modify fill effects, Change a shape, Remove a background from a graphic, Apply an artistic effect to a graphic, Insert and format a text box, Group objects, Record and execute a macro, Customize the Quick Access Toolbar, Edit a macro's VBA code

Subject Matter
Topics covered in the lecture portion of the course include:

Office 2013 and Windows 8: Essentials Concepts and Skills
Office 365
Generating Form Letters, Mailing Labels, and a Directory
Creating a Newsletter with a Pull-Quote and Graphics
Using Document Collaboration, Integration, and Charting Tools
Creating a Reference Document with a Table of Contents and an Index
Creating a Template for an Online Form
Enhancing an Online Form and Using Macros

Disclaimer
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Policies
Students should click on the links below and read all of these policies.

General institutional policies
Course-related institutional policies