SECTION HEADING

ADSA 1123: Word Processing II

Description

Word Processing II is designed to build on the concepts and applications learned in Word Processing I and to introduce more advanced word processing software features. Topics covered include proofing and navigation of documents, charts, references, specialized tables, building blocks, shared documents, macros, forms, outlines, master documents, and sub documents.

Credits

2

Prerequisite

ADSA 1122

Corequisite

None

Topics to be Covered

1. Proofing documents
2. Inserting headers, footers, and references
3. Creating specialized tables and navigating in a document
4. Customizing objects
5. Creating and modify charts
6. Managing building blocks and fields
7. Managing shared documents
8. Managing macros
9. Creating forms
10. Creating a table of authorities and index
11. Using outline view

Learning Outcomes

1. Perform document proofing features: spell check, grammar, thesaurus, readability statistics, word count, line numbering, translating text, sorting text
2. Insert custom headers and footers, footnotes and endnotes
3. Utilize reference functions to cite and edit sources
4. Create, insert, and update, and delete a table of contents and table of figures
5. Perform document navigation features: bookmarks and hyperlinks
6. Apply features to customize objects
7. Create and modify a chart
8. Create, edit, insert, customize, and delete building blocks
9. Manage shared documents: insert and manage comments, track changes, restrict and protect documents
10. Record, edit, and run macros
11. Create and use a form
12. Create, insert, and update, and delete a table of authorities and index
13. Create an outline, master document, and subdocument
14. Demonstrate professionalism in all course communications

Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None