



LONDON CAPITAL COMPUTER COLLEGE

Diploma in Information Technology (103) – Microsoft Word

Prerequisites: Familiarity with Windows, mouse and keyboarding skills.	Corequisites: A pass or higher in Certificate in Information Systems.
Aim: The course covers powerful word processing capabilities, such as creating, modifying, saving, and printing a document. Feel confident formatting characters and paragraphs, and moving, copying, changing, and deleting text. Learn how to proof a document for potential errors by using Word's proofing tools. Candidates will gain skill in using the powerful mail merge features to create personalised letters, envelopes, and labels. Also covered is how to insert and format graphic images, including clip art, autosshapes, wordart, organisational charts, creating and enhancing Web pages using templates and themes.	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: Significant hands-on labs using Microsoft Word.	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Describe word basics, including; creating a new document, saving a new document, using AutoComplete, inserting and editing text, previewing documents and printing. 2. Describe how to create bulleted lists, selecting a font, applying typestyle formats, applying paragraph formats, setting margins and running spelling and grammar check. 3. Discover how to set the page orientation, applying page borders and using templates. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Demonstrate how to start Word, explore the Word screen, learn about menu bars and toolbars 1.2 Demonstrate how to get help 1.3 Identify how to create a document, enter text in a document, delete and change text and insert text. 1.4 Demonstrate how to save a word or text document. 1.5 Identify the different file systems 1.6 Illustrate how to save a document, print a document and close and exit Word 1.7 Define word wrap; differentiate between a hard and a soft return. 1.8 Distinguish between the insert and overtype modes. 1.9 Describe the elements on the Microsoft Word screen. 2.1 Demonstrate how to change font and font size; underline, bold and highlight text 2.2 Demonstrate how to change the case of text 2.3 Define how to copy text format, insert a bullet list, move text, copy text and use undo 2.4 Illustrate the AutoCorrect feature 2.5 Identify how to check the spelling 2.6 Demonstrate how to set and change the right and left, and top and bottom margins 2.7 Demonstrate how to set the line spacing, change the horizontal alignment and indent text. 3.1 Illustrate how to use hyphenation, create a hanging indent paragraph, prevent text from separating, between pages and center text vertically on a page.

Tel/: 0044 7423211037

Email: info@londoncomputercollege.co.uk Website: www.londoncomputercollege.co.uk

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<p>4. Demonstrate how to create a table; sort; apply AutoFormat to a table; create a header row and insert and resise graphics.</p>	<p>3.2 Demonstrate how to add page numbers to text</p> <p>3.3 Identify how to insert page and section breaks</p> <p>3.4 Demonstrate how to add page numbers to text</p> <p>3.5 Explain how to change page size and orientation</p> <p>3.6 Identify how to create footnotes and endnotes and create headers and footers</p> <p>3.7 Define how to apply columns to existing text</p> <p>4.1 Identify how to create a table, enter text into a table, insert/delete rows and columns in a table</p> <p>4.2 Demonstrate how to adjust column widths and row height</p> <p>4.3 Define how to apply shading and borders to a table</p> <p>4.4 Demonstrate how to insert a graphical image, move and size an image, wrap text around an image and create a text box</p> <p>4.5 Demonstrate how to Add fill and shadow to text box</p> <p>4.6 Identify how to use WordArt</p>
<p>5. Describe the purpose of headers and footers. Illustrate how to search and replace text. Define bookmarks.</p>	<p>5.1 Identify how to edit headers and footers</p> <p>5.2 Demonstrate how to use multiple headers and footers in a document</p> <p>5.3 Explain how to find and replace text</p> <p>5.4 Demonstrate how to move to specific document locations</p> <p>5.5 Explain how to insert Bookmarks, create/edit hyperlinks</p> <p>5.6 Define how to create an index, format and modify an index</p> <p>5.7 Illustrate how to create a table of contents</p>
<p>6. Describe how to create and apply styles. Define a template and its purpose.</p>	<p>6.1 Explain how to use predefined styles</p> <p>6.2 Demonstrate how to apply styles, create word/paragraph styles, modify/delete a style and copy a style to another document</p> <p>6.3 Define how to use the style gallery</p> <p>6.4 Illustrate how to create and use a template</p>
<p>7. Define mail merge. Describe how to use the mail merge wizard. Define data source and merge fields.</p>	<p>7.1 Define mail merge</p> <p>7.2 Demonstrate how to create a main document for merging</p> <p>7.3 Demonstrate how to insert merge fields</p> <p>7.4 Identify how to create a data source for merging</p> <p>7.5 Identify how to merge a main document with a data source</p> <p>7.6 Demonstrate how to create mailing labels</p> <p>7.7 Define how to add an address to an envelope</p>

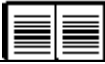


<p>8. Describe how to organise a new document using the Outline view. Assign outline levels to a paragraph. Discover how to create hyperlinks.</p>	<p>7.8 Demonstrate to sort a data source 7.9 Identify how to create a merge from an Excel spreadsheet.</p> <p>8.1 Illustrate how to display multiple documents 8.2 Identify how to copy and paste between documents 8.3 Demonstrate how to paste an Excel worksheet 8.4 Illustrate how to embed an Excel worksheet 8.5 Define how to link an Excel worksheet 8.6 Explain how to create, collapse and expand an outline 8.7 Demonstrate how to create a PowerPoint slide show from an outline 8.8 Demonstrate how to use the Web Page Wizard 8.9 Demonstrate how to view web page 8.10 Demonstrate how to create a web page from a document.</p>
<p>9. Illustrate how to mark index entries and subentries, and generating an index. Describe how to create a table of contents and inserting style references.</p>	<p>9.1 Identify how to create and modify document indexes and tables 9.2 Demonstrate how to insert and modify endnotes, footnotes, captions, and cross-references 9.3 Demonstrate how to create and manage master documents and subdocuments</p>
<p>10. Describe how to use track changes, inserting comments, using the Highlight tool</p>	<p>10.1 Illustrate how to circulate documents for review 10.2 Illustrate how to compare and merge document versions 10.3 Identify how to insert, view, and edit comments 10.4 Identify how to track, accept, and reject proposed changes</p>
<p>11. Describe how to create a form. Define how to insert text in a form field; restricting a text form field's length; drop-down form-fields and check boxes. Describe how to protect a form and how to fill-in a form on screen.</p>	<p>11.1 Explain how to create and modify forms 11.2 Identify how to protect and restrict forms and documents</p>
<p>12. Describe how to create a new toolbar. Define Autotext entry and how to record a macro.</p>	<p>12.1 Demonstrate attaching digital signatures 12.2 Explain how to customise document properties 12.3 Define how to insert a chart into a document 12.4 Demonstrate how to create, edit, and run macros 12.5 Define how to customise menus and toolbars 12.6 Identify how to modify Word default settings</p>

**Recommended Learning Resources:
Microsoft Word**

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<p>Text Books</p>	<ul style="list-style-type: none"> • Special Edition Using Microsoft Office Word by Faithe Wempen. ISBN-10: 078973608X • Microsoft® Office Word Step by Step by Joyce Cox and Joan Preppernau. ISBN-10: 0735623023 • Microsoft Office Word - Illustrated Complete by Jennifer Duffy and Carol M. Cram. ISBN-10: 142390527X • Microsoft Office Word Inside Out by Katherine Murray, Mary Millhollon and Beth Melton. ISBN-10: 0735623309
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>Microsoft Word</p>