

Community College of Rhode Island

Introduction to Word Processing Using Microsoft Word 2010

Wednesday 9-1 am Shepherd Building

Mr. Thomas Kelly

Text: Gaskin, GO! Word 2010 Introductory

USB Thumb Drive strongly suggested.

Course Description:

As a student in this course, you will learn the most important topics of Microsoft Office Word 2010. No prior computer experience is necessary. First, you will learn the basics of file management. Next, you will learn how to create, edit, and format documents and multiple-page reports. Last, you will learn desktop publishing, mail merge, and working with Templates and Outlines. Additionally, you will be using MyIT lab to complete graded assignments.

Chapter I Objectives:

- Create a New Document and Insert text
 - Insert and Format Graphics
 - Insert and Modify Text Boxes and Shapes
 - Preview and Print a Document
 - Change Document and Paragraph Layout
 - Create and Modify Lists
 - Set and Modify Tab Stops
 - Insert a SmartArt Graphic
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Chapter 2 Objectives:

- Create a Table
- Add Text to a Table
- Format a Table
- Create a New Document from an Existing Document
- Change and Reorganize Text
- Use the Proofing Options
- Create a Document Using a Template
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Chapter 3 Objectives:

- Create a Research paper
- Insert Footnotes in a Research paper
- Create Citations and a Bibliography in a Research paper
- Format a Multiple-Column Newsletter
- Use Special Character and paragraph Formatting
- Create Mailing labels Using mail Merge

Chapter 4 Objectives:

- Apply and Modify Quick Styles
 - Create New Styles
 - Manage Styles
 - Create a Multilevel List
 - Change the Style Set and paragraph Spacing of a Document
 - Insert a Chart and Enter Data into a Chart
 - Change a Chart Type
 - Format a Chart
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Weekly Course Syllabus

Week	Lecture	Class Assignments	Due
1-September 5, 2012	Word Chapter 1	Letter MyIT Lab assignments	<u>October 3, 2012</u>
2.-September 12, 2012	Word Chapter 2	MyIT Lab assignments	<u>October 3, 2012</u>
3. September 19, 2012	Word Chapter 3	MyIT Lab assignments	<u>October 3, 2012</u>
4. September 26, 2012	Word Chapter 4	MyIT Lab assignments	<u>October 3, 2012</u>
5. October 3, 2012	Independent Work	Independent Work	<u>October 3, 2012</u>

Assignments: Each assignment has a due date. Assignments may be completed independently at any time.

Grading:

Grading for the course will be determined as Pass/Fail

Academic Honesty: Plagiarism and cheating are serious offenses and will be handled through the Dean of Student's Office.

Disability: If you have any condition that requires academic accommodations please see me at the end of class.

The instructor reserves the right to raise or lower student grade based on attitude and participation.
