

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
UNIFORM COURSE SYLLABUS**

**Name of Course:** Word for Windows

**Course No.** BTEC 235

**Department:** Business Technology

**Division:** Business & Economics

**I. Course Objectives**

Upon successful completion of the course, students should be able to:

- Create, edit, format, save, and print documents
- Format fonts, point size, character and symbols
- Format lines, paragraphs, and documents using centering, justification, line spacing, revealing formatting
- Change margins, use indent features, and insert bullets/numbers
- File management
- Use Spelling and Grammar Checker, AutoCorrect, Thesaurus and Find - Replace
- Insert page formatting
- Manipulate tabs using the Ruler Bar and Tab Set Dialog Box
- Create Headers and Footers, Footnotes, and Endnotes
- Manipulate text such as blocks of text and columns, windows, etc.
- Merge documents by creating a data file, form file, and/or labels/envelopes
- Use special features:
  - AutoText, Nonbreaking Spaces, Date and Time, Dropped Capitals, Highlighting Text, and Templates
- Borders, watermarks, downloading images, and inserting bitmap graphics
- Format with Macros, Bookmarks, On Line Numbering
- Draw Shapes, Create Text Boxes, Objects, Organizational Charts
- Use Word Art
- Envelopes and labels
- Create, format, and use formulas in tables
- Create charts and import data
- Macros and styles

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- Create newspaper, balanced, and side-by-side columns
- Sort and select
- Create outlines, master documents, and subdocuments
- Create Fill-in Forms
- Work with shared documents
- Create Specialized Table of Contents, Indexes, Figures, and Authorities

## **II. Topics to Be Studied**

Unit 1: Preparing and Management Documents

Unit 2: Formatting and Enhancing Documents

Unit 3: Customizing Documents and Adding Visualized Appeal

Unit 4: Enhancing the Presentation of Text

Unit 5: Organizing Text in Documents

## **III. Special Projects to Be Included in Course**

Hands-on Applications of Unit Assessments

## **IV. Methods of Student Evaluation**

Five Hands-On Word for Windows Applications of Assessments

## **V. Assessment of Outcomes**

Successful demonstration of Word software competencies through the five unit assessments at 85 percent or above accuracy.

## **VI. Other Information**

None Applicable.