

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

Name of Course: Word Perfect for Windows

Course No. BTEC 264

Department: Business Technology

Division: Business & Economics

I. Course Objectives

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

- Create, edit, save, use files, and print
- Format lines--centering, justification, line spacing
- Change margins, use indent features, and insert bullets/numbers
- Change fonts, point size, use quick format, and character sets
- Using Quick Menus
- Using PerfectExpert
- Use Spell Checker, Quick Correct, User Formats, Thesaurus, and Grammatik
- Insert Page Formatting
- Manipulate tabs using the Ruler Bar and Tab Set Dialog Box
- Create Headers, Footers, Footnotes, and Endnotes
- Manipulate text such as blocks of text and columns, windows, etc.
- Revise documents using find and replace and QuickFinder
- Merge documents by creating a data file, form file, and/or envelopes
- Use special features:
 - hyphenation, line height and numbering, abbreviations, symbols, hard spaces, dates, bookmarks, conversion letter case, and Prompt-As-You-Go Feature
- Format with Speed Format
- Insert Graphics (text, button boxes, watermarks)
- Create Graphic Elements -- borders, horizontal and vertical lines, drop caps, reversed text, drawing shapes, and the Make It Fit feature
- Browse the Web and create a home page
- Create columns, envelopes, and labels

II. Topics to Be Studied

Unit 1: Creating and Preparing Documents
Unit 2: Managing and Enhancing Documents
Unit 3: Manipulating and Organizing Text
Unit 4: Using Special Features and Graphic Elements

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.