Spokane Community College
COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft Word I
Prefix and Course Number: CATT 120
Version Date: Fall 2022

Course Learning Outcomes

By the end of this course, a student should be able to:

1. Create documents

2. Navigate interface and application features

3. Choose features and functions

4. Apply fundamental editing functions and formatting techniques

5. Manage document properties

Course Outline:

1. Creating Documents
   - Apply beginning functions, features, and commands
   - Use shortcut menus
   - Insert pictures and objects
   - Use contextual tabs

2. Editing and Formatting Documents
   - Use review functions
   - Format paragraphs
   - Apply and modify paragraph styles
   - Apply insert commands
   - Use reference commands
   - Inspect a document

3. Formatting Text and Graphics
   - Apply and edit tab stops
   - Edit paragraphs
   - Insert and edit tables and table properties
   - Format pictures and objects