# Spokane Community College
## COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

**Course Title:  Microsoft Word II**
**Prefix and Course Number:  CATT 121**
**Version Date: Fall 2022**

## Course Learning Outcomes

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

1.  Create formal and informal documents

2.  Apply intermediate editing functions and formatting techniques

3.  Enhance documents with graphics and visuals

4.  Implement advanced functions

## Course Outline:

1.  Formatting Tables and Documents
    - Apply intermediate functions, features, and commands
    - Use efficiency commands and content controls
    - Formatting tables columns, rows, and cells
    - Add formulas and equations to tables

2.  Working with Styles, Themes, and Building Blocks
    - Create and edit hyperlinks
    - Apply intermediate editing and formatting techniques
    - Use intermediate efficiency commands and content controls
    - Use templates
    - Edit PDF
    - Export document as a PDF

3.  Merging Documents
    - Use mail merge features
    - Create multiple documents efficiently using mail merge
    - Create and edit recipient lists and envelopes

4.  Illustrating Documents and Graphics
    - Format page settings
    - Apply intermediate formatting to objects and pictures
    - Apply intermediate insert commands
    - Link and unlink objects
    - View documents side by side