

Course Objectives/Course Outline
Spokane Community College

Course Title: Advanced Microsoft Word I

Prefix and Course Number: CATT 220

Course Learning Outcomes:

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

- Learn and apply advanced Microsoft Word I functions

Course Outline:

This course is a continuation of CATT 121

- I. Overview which includes:
 - A. Create a data source
 - B. Create a form document, mailing labels, envelopes, directory
 - C. Convert Tables to text and text to tables
 - D. Create a multilevel list
- II. Overview which includes collaborating with others and creating Web pages:
 - A. Track changes in a document
 - B. Insert and delete comments, accept changes
 - C. Compare and combine documents
 - D. Embed and modify an Excel worksheet, link and Excel chart, and modify the linked chart
 - E. Modify a document for online distribution, insert and edit hyperlinks
 - F. Format a Web document and view in a Web browser
- III. Overview which includes customizing Word and automating work:
 - A. Apply advanced features to a document
 - B. Create and modify styles, apply a border to a paragraph, create a watermark and use smart tags
 - C. Create and insert Quick Parts, manage building blocks
 - D. Import and run visual Basic macros, record, run, and edit macros