

Course Objectives/Course Outline
Spokane Community College

Course Title: Advanced Microsoft Word II

Prefix and Course Number: CATT 221

Course Learning Outcomes:

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

- Learn and apply advanced Microsoft Word II functions

Course Outline:

This is the final course in a series covering Microsoft Word and is a continuation of CATT 220.

- I. Overview which includes creating on-screen forms:
 - A. Design an on-screen form working with tables
 - B. Learn about content controls such as inserting, modifying, and testing
 - C. Protect a form using a password
 - D. Insert and manage formulas in a table
 - E. Learn how to fax and e-mail a form
- II. Overview which includes managing long documents:
 - A. Create and manage a master document
 - B. Add automatic heading numbers and numbered captions
 - C. Create a graph with Microsoft Graph
 - D. Create cross-references to figure numbers
 - E. Create and update an index, a bibliography, a table of contents and a table of figures
 - F. Protect a document with editing and formatting restrictions
 - G. Print a document with encryption and digital signatures
- III. Overview which includes structuring documents using XML:
 - A. Understand XML
 - B. Create and apply XML schema
 - C. Fix validation errors in XML documents
 - D. Delete a schema from the Schema Library