

## **Course Syllabus for Word I**

### **Overview:**

Word I consists of keyboard review and fundamental techniques. Students will learn how to create basic memorandums, business letters, and reports on an IBM compatible computer. The students will also learn the basics of the Microsoft Word program

### **Textbook(s) and Other Resources used:**

Century 21 Computer Applications & Keyboarding

### **Outline of Content:**

This outline is a tentative schedule and is subject to change without notice.

#### **First Quarter:**

**Topics:** Microsoft Office Word

**Projects:** Review of Proper Keyboard Techniques  
Review of Proper Keystrokes  
Memorandums

#### **Second Quarter:**

**Topics:** Microsoft Office Word

**Projects:** Letter Styles  
Reports  
Table Formatting

### **Miscellaneous:**

### **Internet Usage (optional):**