

Course Syllabus for Word II

Overview:

This course expands the students' knowledge of Microsoft Word 2002. Advanced features and techniques will be explored in this course and applied to more sophisticated business problems. The course will review various business documents as well as delve into more in-depth projects.

Textbook(s) and Other Resources used:

Performing with Microsoft Word 2002

Outline of Content:

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

First Quarter

Topics: Microsoft Office Word

Projects: Word Basics

Correspondence using Template and Wizards

Reports and Long Documents

Working with section breaks, headers/footers, indentations,
borders and shading, columns and applying various styles.

Second Quarter

Topics: Microsoft Office Word

Projects: Meeting Documents and Schedules

Working with tables structures and tabs

Sales and Marketing Documents

Font effects, working with images and objects

Integration