**Western Technical College**

# 10106149  Advanced Microsoft Word & Desktop Publishing

## Course Outcome Summary

### Course Information

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|---|---|
| **Description** | Designed for students already familiar with word processing. Students will create professional-looking documents as well as professional-quality images using desktop publishing software. Students create brochures, flyers, business cards, newsletters, web pages, logos and banners. Students will also study features of Microsoft PowerPoint and advanced features of Microsoft Word. |
| **Career Cluster** | Business Management and Administration |
| **Instructional Level** | Associate Degree Courses |
| **Total Credits** | 3 |
| **Total Hours** | 72 |

### Pre/Corequisites

| | |
|---|---|
| Prerequisite | 10106103 Personal & Professional Development |
| Prerequisite | 10106112 Business Formatting |

### Textbooks

*Shelly Cashman Series Microsoft Office 365 & Publisher 2019 Comprehensive w/ Mindtap.* Copyright 2019. Starks, Joy L. and Misty E. Vermaat. Publisher: Cengage Learning. **ISBN-13**: 978-1-357-36002-6. Required.

*Shelly Cashman Series Microsoft Office 365 & PowerPoint 2019 Comprehensive w/ MindTap.* Copyright 2020. Sebok, Susan L Publisher: Cengage Learning. **ISBN-13**: 978-0-357-02641-0. Required.

*Shelly Cashman Series Microsoft Office 365 & Word 2019 Comprehensive w/ MindTap.* Copyright 2020. Vermaat, Misty E. Publisher: Cengage Learning. **ISBN-13**: 978-0-357-02642-7. Required.

### Learner Supplies

Webcam and headset with microphone. **Vendor:** Campus Shop. Required.

### Program Outcomes

1.  Demonstrate effective workplace communications.

2.        Apply technology skills to business and administrative tasks.

3.        Manage administrative projects.

4.        Model professionalism in the workplace.

## Course Competencies

**1.        Develop multipage documents.**

**Assessment Strategies**
1.1.       Skills Exam
1.2.       Portfolio

**Criteria**

*You will know you are successful when*

1.1.       you describe the use of multipage documents in business
1.2.       you create a multipage document with page numbers
1.3.       you modify a multipage document in outline view
1.4.       you apply styles, section and page breaks, headers and footers in multiple sections
1.5.       you create a table of contents and an index

**Learning Objectives**
1.a.       Identify examples of multipage documents used in business
1.b.       Construct a multipage document
1.c.       Modify a multipage document using outline view
1.d.       Create and apply styles
1.e.       Create section and page breaks
1.f.       Create headers and footers in multiple sections
1.g.       Insert a table of contents
1.h.       Generate an index
1.i.       Apply page numbers

**2.        Integrate word processing with other programs.**

**Assessment Strategies**
2.1.       Skills exam
2.2.       Portfolio

**Criteria**

*You will know you are successful when*

2.1.       you embed as Excel workbook and PowerPoint slide in a Word document
2.2.       you link an Excel chart file in a Word document
2.3.       you insert a Word file and hyperlinks in a Word document
2.4.       you import a table from Access in a Word document
2.5.       you merge an Access data source in a Word document
2.6.       you manage document links in a Word document

**Learning Objectives**
2.a.       Explore integration methods available in Word
2.b.       Embed an Excel file in a Word document
2.c.       Link an Excel chart file in a Word document
2.d.       Embed a PowerPoint slide file in a Word document
2.e.       Insert a Word file and hyperlinks in a Word document
2.f.       Import a table from Access in a Word document
2.g.       Merge an Access data source a Word document
2.h.       Manage document links in a Word document

**3.        Create forms, styles, and templates in documents.**

**Assessment Strategies**
3.1.       Skills Exam

3.2. Portfolio

**Criteria**

*You will know you are successful when*

3.1.     you identify examples of forms, styles, and templates used in businesses
3.2.     you construct a form template using controls
3.3.     you create paragraph, character, linked list, and tables styles
3.4.     you modify built-in styles
3.5.     you produce a style set
3.6.     you insert section, check box, and drop-down content controls
3.7.     you insert legacy tools controls
3.8.     you apply form protection
3.9.     you modify created templates
3.10.    [FG1]Yes, these are embedded in the learning objects below.

**Learning Objectives**

3.a.     Construct a form using controls
3.b.     Format and protect a form
3.c.     Identify uses of forms, styles, and templates
3.d.     Create and modify paragraph, character, linked list, and tables styles
3.e.     Construct a template using a style set
3.f.     Modify a template

**4.     Produce a presentation using software.**

**Assessment Strategies**
4.1.     Presentation
4.2.     Portfolio

**Criteria**
4.1.     you create consistent and concise slides
4.2.     you apply background, font, and color scheme that are business professional
4.3.     you minimize the use of distracting images and sounds
4.4.     you choose meaningful images that align with content
4.5.     you use transitions from slide to slide that flow well
4.6.     you cite sources
4.7.     you use effective spelling and grammar
4.8.     you align the presentation with the meaning/content of slides
4.9.     you follow presentation guidelines throughout the presentation

**Learning Objectives**
4.a.     Acquire information on what is needed for a presentation
4.b.     Explore various presentation software
4.c.     Demonstrate professional presentation skills
4.d.     Investigate features of presentation software
4.e.     Examine best practices for organizing presentations via presentation software

**5.     Plan the design of a publication.**

**Assessment Strategies**
5.1.     Publication Project
5.2.     Portfolio

**Criteria**

*You will know you are successful when*

5.1.     you identify a publication purpose and audience
5.2.     you review design principles related to font, graphics and page layout
5.3.     you apply design principles in a publication

**Learning Objectives**
5.a.     Determine the purpose of a publication
5.b.     Determine the audience for a publication
5.c.     Determine the best type of publication for various business needs

5.d.    Select appropriate color scheme for a publication
5.e.    Determine suitable graphics for a publication

## 6. Create a publication using software.

**Assessment Strategies**
6.1.    Publication Project
6.2.    Portfolio

**Criteria**

*You will know you are successful when*

6.1.    you start, open, save, close and print a publication
6.2.    you insert, edit and manipulate text, graphics and objects
6.3.    you layer text, graphics and/or objects
6.4.    you use columns in a publication
6.5.    you incorporate tables in a publication
6.6.    you work with multiple pages
6.7.    you save publication in appropriate format given distribution method
6.8.    you produce a variety of publications

**Learning Objectives**
6.a.    Determine the uses of publication software in business
6.b.    Explore publication software
6.c.    Develop a multiple page document
6.d.    Save publication in appropriate format given distribution method
6.e.    Produce a variety of publications

## 7. Modify graphics in a publication.

**Assessment Strategies**
7.1.    Publication Project
7.2.    Portfolio

**Criteria**

*You will know you are successful when*

7.1.    you use graphic files in different formats
7.2.    you change image placement
7.3.    you adjust image appearance
7.4.    you change image size
7.5.    you align images

**Learning Objectives**
7.a.    Select appropriate graphics for business use
7.b.    Insert and resize graphics
7.c.    Copy and move graphic objects
7.d.    Crop graphic objects
7.e.    Align and group graphic objects
7.f.    Layer graphic objects
7.g.    Rotate graphic objects

## 8. Create a business portfolio.

**Assessment Strategies**
8.1.    Portfolio

**Criteria**

*You will know you are successful when*

8.1.    you explain the use of a portfolio in business
8.2.    you conduct a self-assessment of possible artifacts
8.3.    you determine the materials needed to create a portfolio
8.4.    you compile a portfolio

**Learning Objectives**

8.a.    Research the use of a portfolio in business
8.b.    Research the types of portfolios (electronic and traditional)
8.c.    Review other portfolios
8.d.    Prepare a self-assessment of the artifact that would effectively demonstrate skills and/or knowledge in the key skills of an office worker
8.e.    Select the artifact needed to create a portfolio based on self-assessment results