

ADVANCED WORDPROCESSING
GRADES 10-12
(1 Semester - Prerequisite: WordProcessing)

COURSE OVERVIEW:

Advanced Wordprocessing uses Word 2000 word processing software to prepare a variety of documents for personal and business use. In addition to learning the advanced features of Word 2000, students become familiar with advanced document formats, graphics and desktop publishing, and legal material. Students also refine their keyboarding skill to occupational standards.
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UNITS OF INSTRUCTION:

- UNIT I - Word Review
- UNIT II - Advanced Formatting Techniques
- UNIT III - Advanced Word Features: Sorts, Tables, Macros, Columns
- UNIT IV - Style Sheets, Outlines, Reports
- UNIT V - Graphics
- UNIT VI - Desktop Publishing

STUDENT OUTCOMES:

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| <ol style="list-style-type: none">1. Use the computer as a sophisticated word processor.2. Provide a working knowledge of the advanced capabilities of Word 2000.3. Improve keyboarding speed and technique to occupational levels.4. Improve production skill in developing and formatting letters, reports, memos, tables, flyers, brochures, and other related graphic materials for personal and business use. |
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MAJOR LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

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| <ol style="list-style-type: none">1. Work on office simulations designed to apply knowledge acquired through daily lessons.2. Create special documents individually or cooperatively demonstrating unit mastery.3. Develop speed through use of Micropace Keyboarding software.4. Apply course content to applications for other classes.5. Use the computer as a business word processor, spreadsheet, database and desktop publisher. |
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ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

Microsoft Word 2000. EMC Paradigm, 2000.
Robinson, Hoggatt, Shank, et.al *Century 21 Keyboarding and Information Processing.*
Southwestern Publishing, 2000.
WordProcessing with Word 2000. Word Software, Microsoft Office XP.
Micropace Skillbuilding Software. Southwestern Publishing Co.
Simulation Materials.
Desktop Publishing Materials.

(10/01/03)

(04/25/00)