

WORDPROCESSING
GRADES 9-12
(1 Semester - Prerequisite: Keyboarding)

COURSE OVERVIEW:

Today millions of people use personal computers. One of the most popular applications of the personal computer is document preparation. Word processing uses Microsoft Word 2000 word processing software to prepare a variety of documents for personal and business use. In addition to learning the software and document formats, the student will also improve and increase their keyboarding technique and speed.

UNITS OF INSTRUCTION:

- UNIT I - Getting Started With Word
- UNIT II - Creating and Editing Documents
- UNIT III - Additional Word Features
- UNIT IV - Business Letters and Memos
- UNIT V - Printing and Text Enhancements
- UNIT VI - Merging and Macros
- UNIT VII - Reports
- UNIT VIII - Tables and Introductory Graphics

STUDENT OUTCOMES:

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| 1. | Students will become acquainted with the process of using personal computers to prepare a variety of documents. |
| 2. | Students will have a working knowledge of the basic and advanced capabilities of Word 2000. |
| 3. | Students will have improved keyboarding speed and technique. |
| 4. | Students will have improved production skill in formatting letters, reports, memos, tables and other documents. |

MAJOR LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

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| <ol style="list-style-type: none">1.2.3.4.5. | <p>Work on office simulations designed to apply knowledge acquired through daily lessons.</p> <p>Create special documents individually or cooperatively demonstrating unit mastery.</p> <p>Develop speed through use of Micropace Keyboarding software.</p> <p>Apply course content to applications for other classes.</p> <p>Use the computer as a business word processor, spreadsheet, and database.</p> |
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ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

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

(09/30/03)
(04/25/00)