Springfield Technical Community College

**ACADEMIC AFFAIRS**

COURSE NUMBER: **CMPA102** DEPARTMENT: **Information Technologies**

COURSE TITLE: **WORD** SEMESTER: **Spring** YEAR **2011**

| **Course Objective** | **Competencies** |
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| 1. Creating, Printing, and Editing Word Documents.2. Formatting Characters and Paragraphs.1. Customizing paragraphs.

4. Formatting Pages..1. Formatting/Inserting Objects.
2. Maintaining Documents
3. Creating and Formatting Tables.
4. Merging Documents
 | 1. Opening and exiting a word processing program.
2. Creating, saving, naming, printing, opening, and closing a Word document.
3. Editing a document.
4. Moving the insertion point, scrolling, and selecting text within a document.
5. Apply bold, italic, and underlining formatting.
6. Change the font.
7. Automate formatting with Format Painter/Repeating Last Action.
8. Apply/Edit Styles and Themes.
9. Change the alignment of text in paragraphs.
10. Change spacing before and after paragraphs.
11. Indent text in paragraphs.
12. Change line spacing in a document.
13. Reveal Formatting
14. Create numbered and bulleted paragraphs.
15. Apply borders to text
16. Sort Text.
17. Set, clear, and move tabs on the Ruler and at the Tabs dialog box.
18. Cutting, copying, and pasting text.
19. Change the document view.
20. Change the top, bottom, left, and right margins in a document.
21. Insert a hard page break in a document.
22. Insert/Edit Headers and Footers.
23. Format the page background.
24. Find and Replace text and formatting.
25. Inserting section break.
26. Format text into newspaper columns.
27. Creating a Drop Cap.
28. Inserting Symbols and special characters.
29. Inserting the Date and Time.
30. Vertically align text in a document.
31. Inserting an Image.
32. Drawing shapes.
33. Create and rename a folder.
34. Copy, move, rename, delete, and print documents.
35. Working with windows.
36. Inserting a file.
37. Previewing a document.
38. Print specific pages of a document and print multiple copies of a document.
39. Print envelopes and labels.
40. Create/Delete a table.
41. Enter and edit text within cells in a table.
42. Format a table by adding borders and shading, changing column width, aligning text within cells, inserting and deleting columns and rows, and merging and splitting cells.
	1. Completing a Merge.
	2. Edit Main Document and Data Source File.
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