

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

**ACADEMIC AFFAIRS**

Course Number: ESET-151 Department: ESET  
Course Title: Technical Documentation Semester: Spring Year: 2008  
Using Word

**Objectives/Competencies**

<b>Course Objective</b>	<b>Competencies</b>
1. Technical document standards	a. Explain the reason for corporate standards for technical documents. b. Identify the formatting conventions used in technical documents. c. Understand the Electronics Department documentation standards for technical reports.
2. MS Word or similar objectives	a. Locate and install the technical document template. b. Create a basic word processor template if no suitable template exists. c. Use and manage fonts, page layout settings, and document formatting settings. d. Use and manage the automatic numbering of sections, figures, program listings, and technical drawings.

<b>Course Objective</b>	<b>Competencies</b>
<p>3. Import and exporting information</p>	<ul style="list-style-type: none"> <li>a. Be able to insert and format text, program listings, images, graphs, data tables, electrical schematics, and CAD drawings.</li> <li>b. Import tabular data from excel or html files.</li> <li>c. Import various graphical image formats such as GIF, JPG, PNG, TIFF, or BMP files.</li> <li>d. Import technical drawings from CAD, electronic schematics design programs, and Visio.</li> <li>e. Export the document to PDF or HTML for web postings or archiving in electronic document management systems.</li> </ul>
<p>4. Printing and document management</p>	<ul style="list-style-type: none"> <li>a. Print the document to standard output devices, Adobe portable document format (pdf) files, postscript files (.ps), or rich text format (.rtf).</li> <li>b. Use the team features of Word, tracking document changes, document versioning, and merging document versions.</li> </ul>