

**ACADEMIC AFFAIRS**

COURSE NUMBER: **CMPA102** DEPARTMENT: **Information Technologies**  
 COURSE TITLE: **WORD** SEMESTER: **Spring** YEAR **2011**

Course Objective	Competencies
1. Creating, Printing, and Editing Word Documents.	<ol style="list-style-type: none"> <li>1. Opening and exiting a word processing program.</li> <li>2. Creating, saving, naming, printing, opening, and closing a Word document.</li> <li>3. Editing a document.</li> <li>4. Moving the insertion point, scrolling, and selecting text within a document.</li> </ol>
2. Formatting Characters and Paragraphs.	<ol style="list-style-type: none"> <li>1. Apply bold, italic, and underlining formatting.</li> <li>2. Change the font.</li> <li>3. Automate formatting with Format Painter/Repeating Last Action.</li> <li>4. Apply/Edit Styles and Themes.</li> <li>5. Change the alignment of text in paragraphs.</li> <li>6. Change spacing before and after paragraphs.</li> <li>7. Indent text in paragraphs.</li> <li>8. Change line spacing in a document.</li> <li>9. Reveal Formatting</li> </ol>
3. Customizing paragraphs.	<ol style="list-style-type: none"> <li>1. Create numbered and bulleted paragraphs.</li> <li>2. Apply borders to text</li> <li>3. Sort Text.</li> <li>4. Set, clear, and move tabs on the Ruler and at the Tabs dialog box.</li> <li>5. Cutting, copying, and pasting text.</li> </ol>
4. Formatting Pages.	<ol style="list-style-type: none"> <li>1. Change the document view.</li> <li>2. Change the top, bottom, left, and right margins in a document.</li> <li>3. Insert a hard page break in a document.</li> <li>4. Insert/Edit Headers and Footers.</li> <li>5. Format the page background.</li> <li>6. Find and Replace text and formatting.</li> </ol>
5. Formatting/Inserting Objects.	<ol style="list-style-type: none"> <li>1. Inserting section break.</li> <li>2. Format text into newspaper columns.</li> </ol>

Course Objective	Competencies
	<ol style="list-style-type: none"> <li>3. Creating a Drop Cap.</li> <li>4. Inserting Symbols and special characters.</li> <li>5. Inserting the Date and Time.</li> <li>6. Vertically align text in a document.</li> <li>7. Inserting an Image.</li> <li>8. Drawing shapes.</li> </ol>
<p>6. Maintaining Documents</p> <p>7. Creating and Formatting Tables.</p> <p>8. Merging Documents</p>	<ol style="list-style-type: none"> <li>1. Create and rename a folder.</li> <li>2. Copy, move, rename, delete, and print documents.</li> <li>3. Working with windows.</li> <li>4. Inserting a file.</li> <li>5. Previewing a document.</li> <li>6. Print specific pages of a document and print multiple copies of a document.</li> <li>7. Print envelopes and labels.</li> </ol> <ol style="list-style-type: none"> <li>1. Create/Delete a table.</li> <li>2. Enter and edit text within cells in a table.</li> <li>3. 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.</li> </ol> <ol style="list-style-type: none"> <li>1. Completing a Merge.</li> <li>2. Edit Main Document and Data Source File.</li> </ol>