

Las Positas College  
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## Course Outline for CIS 88B

### ADV MICROSOFT WORD

Effective: Spring 2018

#### I. CATALOG DESCRIPTION:

CIS 88B — ADV MICROSOFT WORD — 1.50 units

Advanced word processing techniques used to produce complex business documents. Includes topics such as format multiple page reports, create tables of contents and indexes, insert footnotes/endnotes, using Word's collaboration features to share documents, create macros to automate tasks, and integrate data from Excel and other programs.

1.00 Units Lecture 0.50 Units Lab

#### **Strongly Recommended**

CIS 88A - Introduction to Microsoft Word

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

- Computer Information Systems

	<b>MIN</b>
<b>Lecture Hours:</b>	18.00
<b>Lab Hours:</b>	27.00
<b>Total Hours:</b>	45.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering this course, it is strongly recommended that the student should be able to:**

##### A. CIS88A

1. Create, save, retrieve, edit and print documents;
2. Format common business documents, including letters, resumes, brochures/newletters, and reports;
3. Navigate the Microsoft Word window effectively;
4. Incorporate graphic elements to enhance visual appeal;
5. Apply decision making skills in determining the most efficient way to produce documents.

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. Format multiple-page, multiple section reports that contain headers/footers, footnotes/endnotes, tables of contents, tables of figures and indexes;
- B. Integrate data from Excel into a Word document;
- C. Use Word's collaborations tools to share documents;
- D. create macros to automate tasks;
- E. Create, modifying, and applying styles to format documents;
- F. Apply decision making skills in determining the most efficient way to product documents

#### V. CONTENT:

- A. Formatting multiple-page reports
  1. Creating multiple sections
  2. Changing page orientation
  3. Creating tables of contents
  4. Marking index entries and generating an index
  5. Inserting footnote/endnotes
- B. Working with styles
  1. Applying styles
  2. Modifying styles
  3. Creating new styles
- C. Navigating in long documents
- D. Collaborating in Word
  1. Using Track Changes

- 2. Adding comments
- 3. Sharing files
- 4. Reviewing changes by multiple reviews
- E. Create and Use Macros
- F. Integrating Word, Excel, and PowerPoint
  - 1. Link and/or embed Excel data into Word documents
  - 2. Use Word documents to create PowerPoint presentations

#### VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Hands-on lab assignments
- C. Computer demonstrations
- D. Class discussion

#### VII. TYPICAL ASSIGNMENTS:

- A. Read
  - 1. Read the chapter on Organizing Long Documents. Complete the Develop Your Skills sections within the chapter.
- B. Videos
  - 1. Access the online videos related to the chapter.
- C. Hands-on labs
  - 1. Complete Reinforce Your Skills W8-R1 (Organize a Document with a TOC and Headers and Footers) on pages 229-231. Print the document or submit it online as directed by instructor.
  - 2. Complete Apply Your Skills W8-A2 (Create an Index and Use Pagination Options) on pages 213-215.

#### VIII. EVALUATION:

##### A. **Methods**

- 1. Quizzes
- 2. Projects
- 3. Lab Activities
- 4. Other:

Performance mastery projects

##### B. **Frequency**

- 1. Chapter quizzes (5-8)
- 2. Weekly hands-on lab assignments.
- 3. Performance mastery projects (1-2)
- 4. Final project and quiz

#### IX. TYPICAL TEXTS:

- 1. Murphy, Jill. *Microsoft Word 2016: Comprehensive*. 1st ed., Labyrinth Learning, 2017.
- 2. Duffy, Jennifer, and Carol Cram. *Illustrated Microsoft® Office 365 & Word 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.
- 3. Shaffer, Ann, and Katherine Pinard. *New Perspectives Microsoft® Office 365 & Word 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Portable storage media
- B. GoPrint card