LONDON CAPITAL COMPUTER COLLEGE

Advanced Diploma in Information Technology (104) – Advanced Microsoft Word

Prerequisites: Good knowledge of file management.	**Corequisites:** A pass or higher in Diploma in Information Technology or equivalence.
Course Aim: This course is designed to help candidates attain the necessary skills and knowledge needed for effective operation of word processing. Major hands-on-experience with Microsoft Word will concentrate on the following areas: construction of documents with tables, merging and sorting documents, and creating outlines, table of contents, and newspaper and parallel columns. The candidates will also work with macros, styles, and graphics. Other topics include working with a master document, an index, and a table of contents, creating an online form, using Visual Basic for applications with Word, and linking an Excel worksheet and charting its data in Word, creating forms, automating the form, macros, customising toolbars, inserting a watermark in a document, advanced Find and Replace, creating autotext entries, odd and even page headers and footers, bookmarks, footnotes and endnotes, cross-references, tracking changes and comparing documents.	
Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Recommended textbooks and lecture notes.
Special Requirements: This is a hands-on course, hence practical use of computers is essential. Requires intensive lab work outside of class time.	

Intended Learning Outcomes:	Assessment Criteria:
1 Understand how to use track changes, inserting comments, using the Highlight tool	1.1 Describe how to track changes in a document 1.2 Describe how to insert and delete comments 1.3 Describe how to accept and reject changes 1.4 Describe how to compare and combine documents 1.5 Demonstrate embedding and modifying an Excel worksheet 1.6 Describe how to link an Excel chart 1.7 Describe how to modify and update a linked chart 1.8 Describe how to modify a document for online distribution 1.9 Describe how to insert and edit hyperlinks 1.10 Demonstrate using the Web Layout view 1.11 Describe how to save a Word document as a Web page 1.12 Describe how to format a Web document 1.13 Demonstrate viewing a Web document in a Web browser
2 Explore customising and automating Word documents.	2.1 Be able to apply advanced features to a document template 2.2 Describe how to create and modify styles within a document template 2.3 Describe how to apply borders to a paragraph 2.4 Demonstrate creating a watermark 2.5 Describe how to use smart tags 2.6 Describe how to create and insert Quick Parts

	2.7	Describe how to customize AutoCorrect
	2.8	Demonstrate working with columns of different widths
	2.9	Describe how to manage document properties
	2.10	Describe how to automate parts of a document using fields
	2.11	Demonstrate customising common Word Options and the Quick Access Toolbar
	2.12	Describe how to import and run Visual Basic macros
	2.13	Describe how to record and run macros
	2.14	Describe how to Edit macros using Visual Basic
	2.15	Describe how to record an AutoMacro
3. Describe how to create a form. Define how to insert text in a form field.	3.1	Describe how to design an on-screen form
	3.2	Describe how to merge and split cells
	3.3	Describe how to move gridlines
	3.4	Describe how to draw and erase borders
	3.5	Demonstrate how to align and rotate text
	3.6	Describe how to format text and shade cells
	3.7	Discuss content controls
	3.8	Describe how to insert content controls
	3.9	Demonstrate modifying placeholder text in a content control
	3.10	Describe how to protect a form with the Group command
	3.11	Demonstrate testing content controls
	3.12	Demonstrate inserting legacy check box form fields
	3.13	Describe how to use formulas in a table
	3.14	Demonstrate using legacy form fields to perform calculations
	3.15	Describe how to protect a document with a password
	3.16	Describe how to fill in an on-screen form
	3.17	Discuss how to fax and e-mail a form
4. Illustrate how to mark index entries and subentries, and generating an index. Describe how to create a table of contents and inserting style references.	4.1	Describe how to create a master document
	4.2	Describe how to create, split, merge, and remove subdocuments
	4.3	Demonstrate controlling text flow and page breaks
	4.4	Demonstrate adding automatic heading numbers and numbered captions
	4.5	Describe how to create a graph with Microsoft Graph
	4.6	Describe how to create cross-references to figure numbers
	4.7	Describe how to protect a document with editing and formatting restrictions
	4.8	Describe how to use synchronous scrolling and thumbnails to manage documents
	4.9	Demonstrate using advanced page numbering techniques and style references
	4.10	Describe how to create and update an index, a bibliography, a table of

	contents, and a table of figures
	4.11 Describe how to update fields before printing
	4.12 Describe how to protect a document with encryption and digital signatures

Recommended Learning Resources:
Advanced Word

Text Books	• Advanced Microsoft Office Documents 2007 Edition Inside Out by Stephanie Krieger. ISBN-10: 073562285X • Advanced Word Processsing by Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Linda Hefferin. ISBN-10: 0538730250
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Microsoft Word