Course Description

Teaches advanced software applications. Lecture 3 hours per week.

General Course Purpose

This word processing course is designed to provide the student with intermediate software applications on the microcomputer.

Course Prerequisites/Co-requisites

Prerequisite AST 141 – Word Processing I (Specify Software) or equivalent or divisional approval

Course Objectives

Upon completing the course, the student will be able to:

- Manage data
- Customize documents and features
- Protect and prepare documents
- Reference data
- Create forms
- Plan, research, write, revise original documents

Major Topics to be Included

- Records sort and select
- Lists, page numbers, headers, footers, shared documents
- Quick Parts, Auto Correct, Word Options, Themes
- Styles formatting
- Protecting and preparing documents for distribution
- Endnotes, footnotes, references, indexes
- Tables of Contents, Figures, Authorities
- Forms and templates of varying complexity
- Composition of documents using correct grammar, precise word choices, and clear sentence construction