Course Description

Uses word processing software to teach advanced document preparation. Lecture 3 hours per week.

General Course Purpose

This course will use word processing software to create multi-page, specialized documents such as newspaper text columns, newsletters, brochures, resumes, legal documents, and medical documents. It is required for the Career Studies Certificate in Word Processing and for anyone who would like to add to or update their word processing skills.

Course Prerequisites/Co-requisites

AST 101 – “Keyboarding I” or equivalent and experience in using the specified word processing software.

Course Objectives

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

- Create and edit newspaper style columns
- Produce figure graphics
- Use various fonts and sizes of print
- Produce graphic boxes with text
- Produce documents that include borders and shadings
- Produce documents that include mathematical and chemical equations
- Create letterhead text that can be saved as a macro
- Use bullets to enhance text
- Create and use macros to add text enhancements
- Use paragraph numbering for specified information
- Create standard paragraph files and copy from one document to another

Major Topics to be Included

- Creating, editing, printing, and saving specialized documents
- Adding text enhancements such as bullets, fonts, graphic figures and graphic boxes, borders and shading, mathematical equations, and paragraph numbering
- Using macros to enhance documents
- Creating multi-page documents using headers/footers and page numbering