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## WORD PROCESSING—MICROSOFT WORD 2007 MABS 391

January 13 – May 14, 2009  
TR 11:00 a.m. – 12:30 p.m.

Room: Cloud 110

### Textbook

*Benchmark Series, Microsoft Word 2007*, Rutkosky and Rutkosky, Paradigm Publishing

### Supplies

Flash drive  
Folder for materials

### Classroom Procedures

Classroom time will be spent in discussion and demonstration of techniques. Although you will have some time in class to work on assignments, you should not depend on having time to complete work. This means you must complete assignments using a computer at home, at work, or in the Business Computing Lab (Cloud 111) using Word 2007. To do well in this class, plan to spend at least **three hours** a week on hands-on homework and practice.

### Contents

This course will cover Word 2007 beginning through advanced. These features include creating documents, selecting and editing text, moving and copying text, using the spell checker and the grammar checker, formatting documents, merging, formatting with macros and styles, sharing data, creating specialized tables and indexes.

### Attendance

To maximize learning, you need to attend all classes. However, if you must be absent, go to the lab to complete any work missed and turn it in at the next class meeting. **Frequent absences will affect your grade.**

### Turning in print-outs

Turn in homework on the due date. Assessments are graded as a group. Be sure to turn in all assigned work together, labeled in a footer with the exercise name and number, and in order. Assignments receive **no credit** if turned in **more than one class late**.

### Evaluation

Average of all graded assignments (Assessments and Case Studies)	50%
Average of proficiency assessments (Units 1 & 2)	35%
Final Project	15%

**ASSIGNMENT SHEET**

To be successful with the Assessments assigned, you must **first complete** the Projects and the Concepts Checks in each chapter. The table lists only the Assessments you will turn in for a grade.

Please turn assignments in on their due dates. Assignments receive no credit if turned in more than one class late.

**Levels 1 & 2**

<b>Week</b>	<b>Topic/Skills Area</b>	<b>Resources</b>
1		Pages 1-48
<b>1/13</b>	Getting Started in Office 2007 & Using Windows XP Browsing the Internet Using Internet Explorer 7.0	
2		Chapter 1
<b>1/20</b>	Preparing Documents <b>Turn in Assessment 1 &amp; Case Study</b>	
3		Chapter 2
<b>1/27</b>	Formatting Characters and Paragraphs <b>Turn in Assessments 1, 2 &amp; 3</b>	
4		Chapter 3
<b>2/3</b>	Customizing Paragraphs <b>Turn in Case Study</b>	
5		Chapter 4
<b>2/10</b>	Formatting Pages <b>Turn in Assessments 1 &amp; 2</b>	
6		Unit 1
<b>2/17</b>	Assessing Proficiency <b>Turn in Internet Research, p. 150</b>	
7		Chapter 5
<b>3/3</b>	Applying Formatting and Inserting Objects <b>Turn in Case Study</b>	
8		Chapter 6
<b>3/10</b>	Maintaining Documents <b>Turn in Assessments 2, 3, 4, &amp; 5</b>	
9		Chapter 7
<b>3/17</b>	Creating Tables and SmartArt <b>Turn in Case Study</b> <b>(End of Midterm Period)</b>	

<b>Week</b>	<b>Topic/Skills Area</b>	<b>Resources</b>
10		Chapter 1
<b>3/24</b>	Customizing Paragraphs and Pages	
	<b>Turn in Assessments 1, 2, 3, 4, &amp; 5</b>	
11		Chapter 2
<b>4/2</b>	Proofing Documents	
	<b>Turn in Assessments 2, 3 &amp; 4.</b>	
12	<b>SPRING BREAK</b>	
13		Chapter 3
<b>4/14</b>	Automating and Customizing Formatting	
	<b>Turn in Assessments 1 &amp; 2.</b>	
14		Chapter 4
<b>4/21</b>	Customizing and Navigating in a Document	
	<b>Turn in Assessments 1, 2, &amp; 3</b>	
15		<b>Unit 1</b>
<b>4/28</b>	Assessing Proficiency	
	<b>Internet Research</b>	
16		Chapter 5
<b>5/5</b>	Inserting Special Features and References	
	<b>**Complete exercises in chapter only</b>	
		Chapter 6
	Creating Specialized Tables and Indexes	
	<b>Turn in Assessments 1 &amp; 2</b>	
17		Chapter 7
<b>5/12</b>	Working with Shared Documents	
	<b>Turn in Assessments 2 &amp; 4</b>	
		Chapter 8
	<b>Turn in Assessment 2</b>	
<b>5/18</b>	<b>FINAL PROJECT DUE</b>	