

CMAP 1715 Online

Fall 2013

Microsoft Word 2010

Course Outline

Assignment Descriptions:

- Concepts Review – Includes screen identification, multiple choice, and matching questions.
- Skills Review – Provides additional hands-on exercises that mirror the progressive style of the lesson material.
- Independent Challenges 1, 2 and 3 – Case projects that require critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first being the easiest (with the most step-by-step detailed instructions). Independent Challenges 2 and 3 become increasingly more open-ended.
- Real Life Independent Challenge – Using a real world focus to apply the unit skills, students create documents that will benefit their everyday lives.
- Advanced Challenge Exercises – Optional steps that are set within 2 of the 4 Independent Challenges for each unit. They are designed to challenge you to learn more on your own.
- Visual Workshop – a practical, self-graded capstone project that requires independent problem solving.

Week	Topic	Assignment—Tentative (more details in Unit
8/27	Introduction to Course	Read class materials (fully), obtain textbook and passwords, obtain access to Word 2010, and say hello.
	Windows 7 Unit A: Getting Started with Windows 7	Concepts Review
9/3	Windows 7 Unit B: Understanding File Management	Skills Review
	Office 2010 Unit A: Getting Started with Microsoft Office 2010	2 Independent Challenges
9/9	Word 2010 Unit A: Creating Documents with Word 2010	Visual Workshop Independent Challenge #1
	Word 2010 Unit B: Editing Documents (part 1)	Concepts Review
9/16	Word 2010 Unit B: Editing Documents (part 2)	Skills Review
	Word 2010 Unit C: Formatting Text and Paragraphs (part 1)	2 Independent Challenges
9/23	Word 2010 Unit C: Formatting text and	Visual Workshop

	Paragraphs (part 2)	
	Word 2010 Unit D: Formatting Documents (part 1)	Concepts Review
9/30	Word 2010 Unit D: Formatting Documents (part 2)	Skills Review
	Exam #1	None
10/7	Word 2007 Unit E: Creating and Formatting Tables	2 Independent Challenges
	Word 2010 Unit F: Illustrating Documents with Graphics	Visual Workshop Visual Workshop
10/14	Word 2010 Unit G: Working with Themes and Building Blocks	Concepts Review
	Word 2010 Unit H: Merging Word Documents	Skills Review
10/21	Exam #2	None
	Word 2010 Unit I: Working with Styles and Templates	2 Independent Challenges
10/28	Word 2010 Unit J: Developing Multipage Documents	Visual Workshop
	Word 2010 Unit K: Working with References	Concepts Review
11/4	Word 2010 Unit L: Integrating Word with Other Programs	Skills Review
	Word 2010 Unit M: Exploring Advanced Graphics	2 Independent Challenges
11/11	Exam #3	None
	Word 2010 Unit N: Building Forms	Visual Workshop
11/18	Word 2010 Unit O: Collaborating with Co-Workers	Concepts Review
	Word 2010 Unit P: Customizing Word	Skills Review
11/25 & 12/2	Review	
12/10	Final Exam, time to be scheduled with instructor.	None

Disclaimer: Information contained in this syllabus is, to the best knowledge of the instructor, considered correct and complete when distributed for us at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

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E-mail comments to your instructor

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