



**COURSE OUTLINE : CABOT 266**

**D Credit – Degree Applicable**

**COURSE ID 005277**

**Cyclical Review: October 2020**

**COURSE DISCIPLINE :** CABOT

**COURSE NUMBER :** 266

**COURSE TITLE (FULL) :** Microsoft Word II

**COURSE TITLE (SHORT) :** Microsoft Word II

**CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :** BSOT 121 X – MS Word II

### **CATALOG DESCRIPTION**

CABOT 266 provides students with advanced features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Word. Some of the topics for this course consist of: creating a professional newsletter in multiple columns with a table; using imported graphics; creating an online form with combo boxes and check boxes; working with tables of contents and indexes; and generating form letters, mailing labels and envelopes with mail merge.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

**Total Course Units: 3.00**

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00**

**Total Out-of-Class Hours: 108.00**

Prerequisite: CABOT 265 or STV 100, or equivalent.



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**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1	CABOT	265	Microsoft Word I	Generate text;	Yes
2	CABOT	265	Microsoft Word I	form and apply paragraph organization techniques;	Yes
3	CABOT	265	Microsoft Word I	assess readiness to take the core certification test;	Yes
4	STV	100	BEGINNING MICROSOFT WORD	create, edit, save, retrieve, and print documents;	Yes
5	STV	100	BEGINNING MICROSOFT WORD	apply character, paragraph, page, and document formatting;	Yes
6	STV	100	BEGINNING MICROSOFT WORD	apply spell check;	Yes
7	STV	100	BEGINNING MICROSOFT WORD	apply file maintenance on files and folders.	Yes

**EXIT STANDARDS**

- 1 use pictures, charts, and tables in Microsoft Word;
- 2 use mail merge to generate form letters, mailing labels, and envelopes;
- 3 embed and link Word documents with objects created in other programs;
- 4 create and save a webpage from a document;
- 5 save and export documents in multiple formats

**STUDENT LEARNING OUTCOMES**

- 1 create and use macros to automate tasks;
- 2 demonstrate ability to create a newsletter with a Nameplate, multiple columns, WordArt, graphics, tables, and charts;
- 3 demonstrate ability to collaborate with two or more users to review, edit and or merge documents.

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Paragraphs • Applying paragraph and section shading • Using text flow options (Windows/Orphans options and keeping lines together) • Sorting lists, paragraphs, tables	7	0	7



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2	<p>Documents</p> <ul style="list-style-type: none"> <li>• Creating and modifying page borders</li> <li>• Formatting first page differently than subsequent pages</li> <li>• Using bookmarks</li> <li>• Creating and editing styles</li> <li>• Creating watermarks</li> <li>• Using find and replace with formats, special characters and non- printing elements</li> <li>• Balancing column length (using column breaks appropriately)</li> <li>• Creating or revising footnotes and endnotes</li> <li>• Working with master documents and subdocuments</li> <li>• Creating and modifying a table of contents</li> <li>• Creating cross-reference</li> <li>• Creating and modifying an index</li> </ul>	10	0	10
3	<p>Tables</p> <ul style="list-style-type: none"> <li>• Embedding worksheets in a table</li> <li>• Performing calculations in a table</li> <li>• Linking Excel data as a table</li> <li>• Modifying worksheets in a table</li> </ul>	8	0	8
4	<p>Pictures and Charts</p> <ul style="list-style-type: none"> <li>• Adding bitmapped graphics</li> <li>• Deleting and positioning graphics</li> <li>• Creating and modifying charts</li> <li>• Importing data into charts</li> </ul>	8	0	8
5	<p>Mail Merge</p> <ul style="list-style-type: none"> <li>• Creating main document</li> <li>• Creating data source</li> <li>• Sorting records to be merged</li> <li>• Merging main document and data source</li> <li>• Generating labels</li> <li>• Merging a document using alternate data sources</li> </ul>	8	0	8
6	<p>Advanced Features</p> <ul style="list-style-type: none"> <li>• Inserting a field</li> <li>• Creating and modifying form</li> <li>• Creating and modifying a form control (e.g., add an item to a drop- down list)</li> <li>• Using advanced text alignment features with graphics</li> <li>• Customizing toolbars</li> </ul>	6	0	6
7	<p>Collaborating with workgroups</p> <ul style="list-style-type: none"> <li>• Inserting comments</li> <li>• Protecting documents</li> <li>• Creating multiple versions of a document</li> <li>• Tracking changes to a document</li> <li>• Setting default file location for workgroup templates</li> <li>• Round Tripping documents from HTML</li> </ul>	7	0	7
				<b>54</b>



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**OUT OF CLASS ASSIGNMENTS**

- 1 case problems that incorporate critical thinking and problem solving;
- 2 lab assignments used to reinforce case problems;
- 3 online tutorials/trainings.

**METHODS OF EVALUATION**

- 1 quizzes;
- 2 midterm examinations;
- 3 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Shelly Cashman Microsoft Office 365 & Word 2019	Supplemental	Boston: Cengage Learning	1		Vermaat, Misty E.	978- 035702642 7	2020