Collin College - Continuing Education

Course Title: Microsoft Word II

Course Description:
Builds on the basic word processing concepts learned in Word I including working with long documents, tables, graphics and styles.

Course Prerequisite(s):
Word I

Course Objectives:
You will learn advanced features to manage and organize long documents; organize text and numbers in tables; create templates; integrate graphics into your documents; and use styles to ensure consistent formatting.

Textbook(s):
Microsoft Word 2010: Level 2
Labyrinth Learning

Certification Notes:

Next Class Possibilities: Microsoft Word III

Instructor Notes:

Lesson Plan – by week or session
Session 1: Creating a Newsletter
- Working with section breaks
- Using Word Art
- Using clip art
- Working with picture styles
- Performing basic picture editing
- Working with Newsletter-style columns
- Using building blocks
- Applying themes
- Working with views

Session 2: Creating a Manual and Using Mail Merge
- Formatting text with styles
- Navigating with the navigation pane
- Changing word window views
- Introducing mail merge
Working with the data source
Working with main documents
Conducting a merge
Working with merge problems
Using envelopes and labels with mail merge

Session 3: Creating a Research Paper
- Using research paper styles
- Working with footnotes, endnotes and citations
- Working with bibliographies
- Introducing headers and footers
- Inserting Captions and a Table of Figures
- Working with Templates

Session 4: Creating a Promotional Brochure
- Working with shapes
- Working with SmartArt
- Formatting the page background

Session 5: Course Review

Session 6: Instructor Discretion