Course Title:  WeekEnd – Microsoft Word I

Course Description:
This class introduces basic features of word processing software. Topics include creating, editing, and printing documents; formatting and enhancing text; creating and formatting tables.

Course Prerequisite(s):
WeekEnd – Microsoft Windows

Course Objectives:
Define a word processing system; create basic and complex business documents; perform basic and advanced formatting; complete merges; and create tables and template.

Next Class Possibilities:
WeekEnd – Microsoft Excel I

Textbook(s):
Microsoft Word 2010: Level 1
Labyrinth

Lesson Plan – by week or session
Day One:
Morning Session:  Working with Word Basics
Creating and Editing Business Letters

Afternoon Session: Creating a Memorandum and a Press Release
Creating a Simple Report

Day Two:
Afternoon Session: Working with Tables and Forms
Review and Questions