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 2013: Level 2
Labyrinth Learning

Next Class Possibilities: Microsoft Word III

Lesson Plan – by week or session
Session 1: Creating a Research
  • Using Research Paper Styles
  • Working with Footnotes, Endnotes, and citations
  • Working with bibliographies
  • Inserting captions and a table of figures
  • Working with templates

Session 2: Using Mail Merge
  • Introducing mail merge
  • Working with the data source
  • Working with main documents
  • Conducting a merge
  • Working with merge problems
  • Merging envelopes and labels

Session 3: Creating a Newsletter
  • Working with section breaks
  • Using WordArt
  • Inserting media, pictures, and clip art
  • Working with newsletter-style columns
  • Using Building blocks
• Using themes and style sets
• Inserting drop caps
• Working with views
• Using zoom controls

Session 4: Creating a Promotional Brochure and a Form
• Working with styles
• Working with SmartArt
• Formatting the page background
• Working with forms

Session 5: Course Review and special project assignment from instructor

Session 6: Instructor Discretion