

WORD 365 ADVANCED

Course Outline

BRIEF COURSE DESCRIPTION

In this course, students will master advanced features of Microsoft Word to create complex and specialized documents. They will learn to utilize advanced formatting options, manage documents efficiently, use references, and perform mail merges. Students will also gain skills in creating and managing macros and forms. By the end of the course, students will be able to efficiently create professional, well-organized documents, configure Word options, track and review changes, and collaborate effectively with others.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Recommended: Word 365 Intermediate

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Create and format tables and charts.
- Develop and use building blocks.
- Link text within documents.
- Configure Word options for optimal use.
- Work with and customize templates.
- Track and review changes made in documents.
- Insert and manage internal references.
- Create and update indexes.
- Cite and manage external sources.
- Create and manage recipient lists.
- Perform mail merges.
- Prepare and print envelopes and labels.
- Create, edit, and run macros.
- Design and use forms for data collection.

REQUIRED COURSE MATERIALS

- Computers that can run Microsoft 365
- Internet access

COURSE DURATION

16 hours

HOMEWORK DURATION

5 hours

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led Lectures combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.