# BT-2200: ADVANCED WORD PROCESSING

## Cuyahoga Community College

**Viewing: BT-2200 : Advanced Word Processing**

**Board of Trustees:**
December 2021

**Academic Term:**
Fall 2022

**Subject Code**
BT - Business Technology

**Course Number:**
2200

**Title:**
Advanced Word Processing

**Catalog Description:**
Study and application of advanced features of word processing software as applied to complex business documents. Includes managing data, advanced merge techniques, styles, customization, forms, outlines, templates, macros, managing large documents, and collaboration.

**Credit Hour(s):**
3

**Lecture Hour(s):**
2

**Lab Hour(s):**
2

## Requisites

**Prerequisite and Corequisite**
BT-1201 Word Processing, or departmental approval: equivalent proficiency.

## Outcomes

**Course Outcome(s):**
Work in a responsible and professional manner.

**Objective(s):**
1. Demonstrate punctuality and regular class attendance.
2. Organize work efficiently, follow oral and written instructions, and proofread effectively.

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**Course Outcome(s):**
Create, design, and produce professional documents using advanced word processing features, apply strategies for working with large documents, and implement techniques for using templates and styles.

**Essential Learning Outcome Mapping:**
Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

**Objective(s):**
1. Recognize situations where the use of a specific word processing technique is appropriate.
2. Relate acquired computer and word processing skills to a variety of personal, business, or employment opportunities.
3. Create specialized master documents, outlines, indexes, and table of authorities to manage the organization and referencing of sections of large business documents.
4. Plan and create forms and tables for efficient data display and access, searching, and sorting.

5. Record and run macros to automate the preparation of business or personal documents.
6. Use strategies for advanced merging and integrating source data from different applications, using the commands for object linking and embedding files.
7. Access the Internet and use the browser, search, and hyperlink capabilities of Web browsers.

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**Methods of Evaluation:**
1. Lab assessments
2. Business and word processing problems
3. Tests and quizzes
4. Final project

**Course Content Outline:**
1. Responsible work behavior
   a. Organization  and responsibility
   b. Productivity and efficiency
   c. Accuracy
2. Document styles
   a. Creating and revising a style
   b. Creating a template with styles
   c. Managing styles
3. Managing Merge Options
   a. Identifying external data sources
   b. Inserting merge fields
   c. Creating mail merge documents and labels
   d. Inserting text while implementing a merge
4. Managing Macros
   a. Setting macro settings
   b. Creating and running a macro
   c. Managing macro storage
   d. Create a keyboard shortcut for a macro
   e. Editing macros in VBA
5. Creating complex forms
   a. Creating forms from Legacy Tools
   b. Implementing form fields
   c. Printing a form
   d. Editing a form template
   e. Customizing form field options
   f. Creating tables in a form template
6. Managing Large Documents
   a. Inserting a Table of Authorities
   b. Creating and inserting an Index
   c. Inserting hyperlinks
   d. Inserting a Bibliography
7. Managing Documents in Outline View
   a. Implementing various outline levels
   b. Working with Promote and Demote features
   c. Navigating the document from outline structure
8. Sharing Documents and Data
   a. Implementing Word's collaborative features
   b. Tracking Changes
   c. Managing Comments
   d. Sharing documents in the cloud
9. Customizing Word
   a. Establish advanced properties
   b. Manage Ribbon buttons and options

## Resources

Rutkosky, Roggenkamp, Rutkosky. *Benchmark Series: Microsoft Word 2019, Level 3*. EMC Paradigm, 2020.

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Shaffer, Ann & Pinrod, Pinrod, Katherine. *Office 365 Word 2019 New Perspectives*. 1st ed. Boston: Cengage Learning, 2020.

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Rutkosky, Roggenkamp, Rutkosky. *Benchmark Series: Microsoft Word 2019 Levels 1 & 2*. New York: EMC Paradigm, 2020.

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**Resources Other**
**VI.   ADDITIONAL RESOURCES:**
A.   Microsoft Office Specialist (MOS) Office Word 2019 Certification.

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