COURSE INFORMATION

Course Number: MOFF 6660

Course Title: Microsoft Word II

Course Description: Intermediate-level course topics, such as using themes, style sets and templates, and the key tools essential to creating and editing long documents.

Suggested Course Prerequisite(s): Microsoft Word I, or equivalent experience.

Course Resources: Microsoft Word 2021 & 365: Level 2
Labyrinth Learning, ISBN-13: 978-1-64061-432-1

Student Learning Outcomes:
Demonstrate using: Themes - Style Sets and Templates; Working with Long Documents - Formatting and Modifying Styles, Navigating and Working with Large Tables; Organizing Long Documents - Creating a Table of Contents, Using Multiple Headers and Footers and Creating an Index; and, Collaborating in Word - Tracking Changes, Reviewing and Collaborating as well as Saving and Sending Files
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Certification Notes:

Next course recommendation:

Lesson Plan – by week or session:
Session 1: Using Themes
• Using Themes and Style Sets
• Create Custom Color and Font Sets
• Working with Quick Parts and Building Blocks
• Using Templates
Session 2: Working with Long Documents
• Formatting Text with Styles
• Modifying Styles and Clearing All Formatting
• Customizing Bullet and Number Formats
• Using Special Characters
• Navigating Long Documents
• Working with Large Tables
Session 3: Organizing Long Documents
• Creating a Table of Contents
• Multiple Headers and Footers
• Creating an Index
• Keeping Text Together
• Watermarks
Session 4: Collaborating in Word
• The Highlighter
• Tracking Changes to a Document
• Review and Collaboration
• Reviewing Traced Changes
• Saving and Sending Files
• Reviewing Changes from Multiple Reviewers
Session 5: Review
Session 6: Course summary

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:
Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:
Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:
Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.