



**Level 5 Diploma in Information Technology (103)**  
**127 Credits**



<b>Unit:</b> Microsoft Word	<b>Guided Learning Hours:</b> 220
<b>Paper No.:</b> 3	<b>Number of Credits:</b> 22
<b>Prerequisites:</b> Familiarity with Windows, mouse and keyboarding skills.	<b>Corequisites:</b> A pass or higher in Certificate in Information Systems.
<p><b>Aim:</b> The unit covers powerful word processing capabilities, such as creating, modifying, saving, and printing a document to give learners confidence in formatting characters and paragraphs, and moving, copying, changing, and deleting text. Learners will gain skill in using the powerful mail merge features to create personalised letters, envelopes, and labels. Also covered is how to insert and format graphic images, including clip art, autoshapes, wordart, organisational charts, creating and enhancing Web pages using templates and themes and how to proof a document for potential errors by using Word's proofing tools.</p>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> Significant hands-on labs using Microsoft Word.	
<p><b>Intended Learning Outcomes:</b></p> <p>1. Understand Microsoft Word basics, including; creating a new document, saving a new document, using AutoComplete, inserting and editing text, previewing documents and printing.</p> <p>2. Creating bulleted lists, selecting a font, applying typestyle formats, applying paragraph formats, setting margins, running spelling and grammar check.</p> <p>3. Setting the page orientation, applying</p>	<p><b>Assessment Criteria:</b></p> <p>1.1 Demonstrate how to start Word, explore the Word screen, learn about menu bars and toolbars</p> <p>1.2 Demonstrate how to get help</p> <p>1.3 Demonstrate how to create a document, enter text in a document, delete and change text and insert text.</p> <p>1.4 Demonstrate how to save a word or text document.</p> <p>1.5 Explain the different program file system types</p> <p>1.6 Illustrate how to save a document, print a document, close and exit Word</p> <p>1.7 Define word wrap; differentiate between a hard and a soft return.</p> <p>1.8 Distinguish between the insert and overtyping modes.</p> <p>1.9 Describe the elements of the Microsoft Word screen.</p> <p>2.1 Demonstrate how to change font and font size; underline, bold and highlight text</p> <p>2.2 Demonstrate how to change the case of text</p> <p>2.3 Define how to copy text, format, insert a bullet list, move text, paste text and use undo feature</p> <p>2.4 Illustrate using the AutoCorrect feature</p> <p>2.5 Identify how to check the spelling</p> <p>2.6 Demonstrate how to set and change the right and left, and top and bottom margins</p> <p>2.7 Demonstrate how to set the line spacing, change the horizontal alignment and indent text.</p>

<p>page borders and using templates.</p>	<p>3.1 Illustrate how to use hyphenation, create a hanging indent paragraph, prevent text from separating, between pages and center text vertically on a page.</p> <p>3.2 Demonstrate how to add page numbers to text</p> <p>3.3 Identify how to insert page and section breaks</p> <p>3.4 Demonstrate how to add page numbers to text</p> <p>3.5 Explain how to change page size and orientation</p> <p>3.6 Identify how to create footnotes and endnotes and create headers and footers</p> <p>3.7 Define how to apply columns to existing text</p>
<p>4. Creating a table, sort, applying AutoFormat to a table, creating a header row, inserting and resizing graphics.</p>	<p>4.1 Identify how to create a table, enter text into a table, insert/delete rows and columns in a table</p> <p>4.2 Demonstrate how to adjust column widths and row height</p> <p>4.3 Define how to apply shading and borders to a table</p> <p>4.4 Demonstrate how to insert a graphical image, move and size an image, wrap text around an image and create a text box</p> <p>4.5 Demonstrate how to Add fill and shadow to text box</p> <p>4.6 Identify how to use WordArt</p>
<p>5. Understand the purpose of headers and footers; searching, replacing text, inserting bookmarks; applying styles, creating word/paragraph styles, modifying/deleting a style and copying a style to another document</p>	<p>5.1 Identify how to edit headers and footers</p> <p>5.2 Demonstrate how to use multiple headers and footers in a document</p> <p>5.3 Explain how to find and replace text</p> <p>5.4 Demonstrate how to move to specific document locations</p> <p>5.5 Explain how to insert Bookmarks, create/edit hyperlinks</p> <p>5.6 Define how to create an index, format and modify an index</p> <p>5.7 Illustrate how to create a table of contents</p> <p>5.8 Explain how to use predefined styles</p> <p>5.9 Describe how to create templates.</p> <p>5.10 Define how to use the style gallery</p> <p>5.11 Illustrate how to create and use a template</p> <p>5.12 Demonstrate how to protect a work document</p>
<p>6. Mail merge, how to use the mail merge wizard, data source and merge fields.</p>	<p>6.1 Define mail merge</p> <p>6.2 Demonstrate how to create a main document for merging</p> <p>6.3 Demonstrate how to insert merge fields</p> <p>6.4 Identify how to create a data source for merging</p> <p>6.5 Identify how to merge a main document with a data source</p>

<p>7. Organising a new document using the outline view; assigning outline levels to a paragraph and creating hyperlinks.</p>	<p>6.6 Demonstrate how to create mailing labels</p> <p>6.7 Define how to add an address to an envelope</p> <p>6.8 Demonstrate how to sort a data source</p> <p>6.9 Identify how to create a merge from an Excel spreadsheet.</p> <p>6.10 Demonstrate creating address labels</p> <p>7.1 Illustrate how to display multiple documents</p> <p>7.2 Identify how to copy and paste between documents</p> <p>7.3 Demonstrate how to paste an Excel worksheet</p> <p>7.4 Illustrate how to embed an Excel worksheet</p> <p>7.5 Define how to link an Excel worksheet</p> <p>7.6 Explain how to create, collapse and expand an outline</p> <p>7.7 Demonstrate how to create a PowerPoint slide show from an outline</p> <p>7.8 Demonstrate how to use the Web Page Wizard</p> <p>7.9 Demonstrate how to view a web page</p> <p>7.10 Demonstrate how to create a web page from a Word document.</p>
<p>8. How to mark index entries, subentries, generating an index; creating a table of contents inserting style references; using track changes, inserting comments, and the Highlight tool.</p>	<p>8.1 Identify how to create and modify document indexes and tables</p> <p>8.2 Demonstrate how to insert and modify endnotes, footnotes, captions, and cross-references</p> <p>8.3 Demonstrate how to create and manage master documents and subdocuments</p> <p>8.4 Illustrate how to circulate documents for review</p> <p>8.5 Illustrate how to compare and merge document versions</p> <p>8.6 Demonstrate how to insert, view and edit comments</p> <p>8.7 Demonstrate how to track, accept, and reject proposed changes</p>
<p>9. Creating forms, inserting text in a form field, restricting a text form field's length, drop-down form-fields, check boxes including protecting a form and filling-in a form on screen and creating a new toolbar, autotext entry and recording a macro.</p>	<p>9.1 Explain how to create and modify forms</p> <p>9.2 Identify how to protect and restrict forms and documents</p> <p>9.3 Be able to create drop-down form fields and check boxes</p> <p>9.4 Demonstrate attaching digital signatures</p> <p>9.5 Explain how to customise document properties</p> <p>9.6 Define how to insert a chart into a document</p> <p>9.7 Demonstrate how to create, edit, and run macros</p> <p>9.8 Define how to customise menus and toolbars</p> <p>9.9 Identify how to modify Word default settings</p>

**Methods of Evaluation:** A 2½ hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Word with a weighting of 100%.

**Recommended Learning Resources: Microsoft Word**

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Special Edition Using Microsoft Office Word by Faithe Wempen. ISBN-10: 078973608X</li> <li>• Microsoft® Office Word Step by Step by Joyce Cox and Joan Preppernau. ISBN-10: 0735623023</li> <li>• Microsoft Office Word - Illustrated Complete by Jennifer Duffy and Carol M. Cram. ISBN-10: 142390527X</li> <li>• Microsoft Office Word Inside Out by Katherine Murray, Mary Millhollon and Beth Melton. ISBN-10: 0735623309</li> </ul>
<p><b>Study Manuals</b></p> 	<p>BCE produced study packs</p>
<p><b>CD ROM</b></p> 	<p>Power-point slides</p>
<p><b>Software</b></p> 	<p>Microsoft Word</p>

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