



## CERTIFICATION BASICS - WORD — ADMS 1260

### A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Word.

### B. Course Effective Dates: 7/1/16 – Present

### C. Outline of Major Content Areas

As noted on course syllabus

### D. Learning Outcomes

1. apply and format columns
2. change and organize document views and windows
3. circulate documents for review
4. compare and merge documents
5. create and modify diagrams and charts
6. create bulleted lists, numbered lists and outlines
7. create new documents using templates
8. format paragraphs
9. format text
10. insert and edit text, symbols and special characters
11. insert and modify content in headers and footers
12. insert and modify hyperlinks
13. insert and modify tables
14. insert frequently used and pre-defined text
15. insert, position and size graphics
16. insert, view and edit comments
17. locate, select and insert supporting information

18. modify document layout and page setup
19. navigate to specific content
20. organize documents using file folders
21. preview documents and Web pages
22. print documents, envelopes and labels
23. review and modify document properties
24. save documents in appropriate formats for different uses
25. track, accept and reject proposed changes

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

**F. Learner Outcomes Assessment**

As noted on course syllabus

**G. Special Information**

None noted