DEPT. ADSA  COURSE NUMBER: 1123

NUMBER OF CREDITS: 2  Lecture: 1  Lab: 1  OJT 0

Course Title: Word Processing II

Catalog Description:
Word Processing II is designed to build on the concepts and applications learned in Word Processing I and to introduce more advanced word processing software features. Topics covered include proofing and navigation of documents, charts, references, specialized tables, building blocks, shared documents, macros, forms, outlines, master documents, and sub documents. Prerequisite: ADSA 1122

Prerequisites or Necessary Entry Skills/Knowledge:
ADSA 1122 Word Processing I

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Goal 1: Communication: ____ by meeting the following competencies:
Goal 2: Critical Thinking: ____ by meeting the following competencies:
Goal 3: Natural Sciences: ____ by meeting the following competencies:
Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:
Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:
Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:
Goal 7: Human Diversity: ____ by meeting the following competencies:
Goal 8: Global Perspective: ____ by meeting the following competencies:
Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:
Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered
Proofing documents
Inserting headers, footers, and references
Creating specialized tables and navigating in a document
Customizing objects
Creating and modify charts
Managing building blocks and fields
Managing shared documents
Managing macros
Creating forms
Creating a table of authorities and index
Using outline view

**Student Learning Outcomes**

Perform document proofing features: spell check, grammar, thesaurus, readability statistics, word count, line numbering, translating text, sorting text
Insert custom headers and footers, footnotes and endnotes
Utilize reference functions to cite and edit sources
Create, insert, and update, and delete a table of contents and table of figures
Perform document navigation features: bookmarks and hyperlinks
Apply features to customize objects
Create and modify a chart
Create, edit, insert, customize, and delete building blocks
Manage shared documents: insert and manage comments, track changes, restrict and protect documents
Record, edit, and run macros
Create and use a form
Create, insert, and update, and delete a table of authorities and index
Create an outline, master document, and subdocument
Demonstrate professionalism in all course communications

| Is this course part of a transfer pathway: Yes ☐ No ☒ |

Revised Date: 6/2021