

Microsoft Word – OCP-B

Course Objectives	Demonstrate formatting features for creating tables and multipage report Apply enhancing page layout and design features Creating and working with templates, themes and styles Creating, editing and using mail merge features Students will collaborate, compare, edit and share documents Create and format web based documents
Competencies	21.02, 27.01, 28.02, 28.05, 28.06, 30.01
Module Materials	Microsoft Office 2016 1 st Course Microsoft Office 2016, 2 nd Course SAM 2016
Assignments	<u>Word Module 3 (WD119-168)</u> <ol style="list-style-type: none"> 1. Log into SAM 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Word 2016 Module 3: Textbook Project b. New Perspectives Word 2016 Module 3: SAM Project 1a c. New Perspectives Word 2016 Module 3: SAM Project 1b d. Word 3 Training e. Word 3 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>Word Tutorial 4 (WD175—WD230)</u> <ol style="list-style-type: none"> 1. Log into SAM 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives Word 2016 Module 4: Textbook Project b. New Perspectives Word 2016 Module 4: SAM Project 1a c. New Perspectives Word 2016 Module 4: SAM Project 1b d. Word 4 Training e. Word 4 Exam
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>Word Tutorial 5</u> Use the Microsoft Office 2016 2 nd Course textbook (WD241–WD291) <ol style="list-style-type: none"> 1. Students will work through the Module using a textbook. 2. Obtain needed data files. Go to cengagebrain.com and create a student login. Type in the ISBN number of the textbook and access the student resources for the data files for Module 5, only. (You might want to also download Modules 6 and 7 data files at this time.) 3. Save work on your flash drive. 4. New Perspectives Word 2016 Module 5: SAM Project 1a
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	<ul style="list-style-type: none"> 5. New Perspectives Word 2016 Module 5: SAM Project 1b 6. Word 5 Training 7. Word 5 Exam
Assessment	<p>Textbook Work – 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>

Assignments	<p><u>Word Tutorial 6 (WD299- – WD344)</u></p> <ul style="list-style-type: none"> 1. Students will work through the Tutorial using a textbook. 2. Obtain needed data files. Go to cengagebrain.com and create a student login. Type in the ISBN number of the textbook and access the student resources for the data files for Module 6, only. 3. Save work on your flash drive. 4. New Perspectives Word 2016 Module 6: SAM Project 1a 5. New Perspectives Word 2016 Module 6: SAM Project 1b 6. Word 6 Training 7. Word 6 Exam
Assessment	<p>Textbook Work – 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>

Assignments	<p><u>Word Tutorial 7 (WD353– WD401)</u></p> <ul style="list-style-type: none"> 1. Students will work through the Tutorial using a textbook. 2. Obtain needed data files. Go to cengagebrain.com and create a student login. Type in the ISBN number of the textbook and access the student resources for the data files for Module 7, only. 3. Save work on your flash drive. 4. New Perspectives Word 2016 Module 7: SAM Project 1a 5. New Perspectives Word 2016 Module 7: SAM Project 1b 6. Word 7 Training 7. Word 7 Exam
Assessment	<p>Textbook Work – 20 pts</p> <p>Project 1a – 20 pts</p> <p>Project 1b – 20 pts</p> <p>Exam – 20 pts</p>