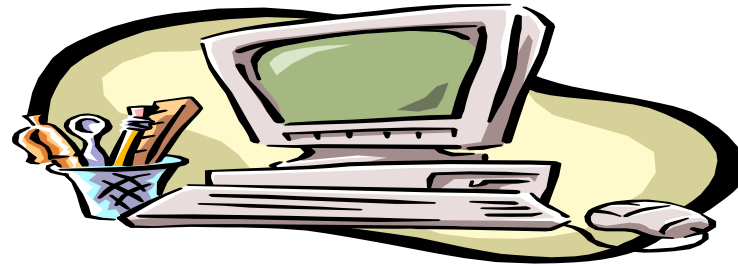


WORD PROCESSING I USING WORD FOR WINDOWS: VISTA BUSW 214 ONLINE

TEXT: Microsoft Office Word 2007: Comprehensive Concepts and Techniques by Shelly, Cashman, Vermaat



COURSE OUTLINE

SUPPLIES	THREE 3.5 HIGH DENSITY diskettes <i>or</i> One 100 zip disk <i>or</i> One flash disk
OBJECTIVES	Using WORD features such as editing, working with tables, borders, graphics, document formatting, preparation of both single and multi page documents, outlines, tables of contents, creating letters, reports, etc., to increase student proficiencies
REQUIREMENTS	MUST read and do all assignments. MANAGING YOUR TIME IS MANDATORY!
GRADING	BASED ON COMPLETED ASSIGNMENTS AND HOMEWORK
FORMATTING A DISK	From “my computer icon,” double click, select your storage device: 3.5 floppy, zip disk, other, and right click, from the drop down menu select format; when the formatting window opens select, quick format and click the start button at bottom.
NOTE	There are no quizzes or tests. You will be graded on the quality of work you submit for grading.