

HUDSON VALLEY COMMUNITY COLLEGE
TROY, NEW YORK

COURSE OUTLINE

COURSE TITLE: Word Processing with WordPerfect

COURSE SUBJECT AND NUMBER: CMPT 100

DEPARTMENT: Computing and Information Sciences

CREDIT HOURS: 3

CONTACT HOURS: 3 (Lecture)

SEMESTER COURSE IS OFFERED: Spring and Fall

PREREQUISITES/COREQUISITES: None

TEXT(S): Corel WordPerfect 12, Basic, Course ILT Student Manual, ITP, ISBN 9781418861124
Corel WordPerfect 12, Advanced, Course ILT Student Manual, ITP, ISBN 9781418844288

COURSE FEES: None

FINAL EXAM / FINAL PROJECT: Final Project

IS COURSE OFFERED DISTANCE LEARNING: Yes

DATE PREPARED: Spring 2003

DATE REVISED: Spring 2012

PREPARED BY: James Looby

COURSE DESCRIPTION: This course will teach computer concepts and microcomputer applications. The students will identify the components of the WordPerfect window and settings, in addition to learning data and document management. Students will be given the opportunity to gain in-depth understanding of creating and modifying a wide variety of documents by performing step-by-step exercises. Computer Lab time outside of class is required.

ACTIVITIES AND ASSIGNMENTS:

1. Students will create, save, and print numerous documents.
2. Enter and format text.
3. Use language features such as the spelling checker and thesaurus.
4. Use system styles to make consistent formatting easy with many documents.
5. Create different documents that maintain the same design by using templates.
6. Construct a table in order to be able to create forms, resumes, and other documents.
7. Perform calculations in a table to determine values such as percentage increase in sales or profit.
8. Efficiently create a letter intended for multiple recipients by merging the letter with an address book.
9. Organize text into a newspaper format.
10. Insert graphics into documents; use borders.
11. Create large documents, such as books or annual reports and divide parts of the document into separate subdocuments.

GRADE COMPUTATION: (In general terms as defined by college policy. Specifics, including Z grade, will be defined on the instructor's syllabus).

TESTS	50%
Final Project	25%
Graded Assignments (Class/Homework/Timings)	25%

ADA STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act, Hudson Valley Community College is committed to ensuring educational access and accommodations for all its registered students, in order to fully participate in programs and course activities or to meet course requirements. Hudson Valley Community College's students with documented disabilities and medical conditions are encouraged to access these services by registering with the Center for Access and Assistive Technology to discuss their particular needs for accommodations. For information or an appointment contact the Center for Access and Assistive Technology, located in room 130 of the Siek Campus Center or call 518-629-7154/TDD: 518-629-7596 .

STUDENT BEHAVIORAL OBJECTIVE:

Upon completion of the course, students will demonstrate the ability to:

- ❑ Start and explore the WordPerfect environment; enter text; save, open, and print a document; get Help; and close WordPerfect.
- ❑ Open and navigate a document; insert, delete, and overtype text; and use the Undo and Redo commands

- ❑ Select, move, copy text, and find and replace text.
- ❑ Create, move, modify, and delete tab stops, and create and modify tables.
- ❑ Create and edit headers and footers, adjust page margins, and insert and delete manual page breaks.
- ❑ Check and correct spelling and grammar, find synonyms with the thesaurus, use the QuickWords feature, and use the dictionary.
- ❑ Apply system styles and use QuickFormat. Create and apply custom styles by using QuickStyle. Edit and delete styles and share styles between documents.
- ❑ Add row and column indicators, use the Size Column to Fit feature, merge cells in a table, and join and split tables. Work with numbers and formulas. Create charts and tables.
- ❑ Sort text by using predefined and user-defined sorts and edit the user-defined sort. Sort data in a table. Extract records from a table and sort, the extracted records, and delete a user-defined sort.
- ❑ Import addresses to the CorelCENTRAL Address Book and merge addresses from the address book into a form document. Work with envelopes and labels. Create a data file and a form document and insert a data file into a form document. Merge a data file with a form document, perform a selective merge, and perform keyboard merge.
- ❑ Format text into newspaper columns, define space and add lines between columns, and add another column. Insert a graphic, move and size a graphic, and improve the appearance of a graphic by using borders.
- ❑ Work with master document, table of contents, and index. Create footnotes and endnotes. Create Table of Authorities. Navigate large documents using document map.
- ❑ Take the Comprehensive Final Project

TOPIC OUTLINE:

WEEK	TOPIC	ASSIGNMENT
1	Introduction to PCs: Identify computer hardware, Properly maintain disks, Use the mouse, Choose commands, Copy and Paste Student Data Files, Browse the Net	Handouts
2	Unit 1: Getting Started: Exploring WP environment; creating and saving documents; getting help; previewing and printing, and closing document	Unit 1, pp. 1-1 to 1-28 Various questions and exercises, p. 1-28 and Handouts
3	Unit 2: Editing documents: Opening and navigating documents; QuickCorrect; Editing text; and the Undo and Redo commands	Unit 2, pp. 2-1 to 2-21 Various questions and exercises, p. 2-21 and

Handouts

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| 4 | Unit 3: Moving and copying text: Selecting text; Moving and copying text; Finding and replacing text | Unit 3, pp. 3-1 to 3-16
Various questions and exercises, p. 3-16 and Handouts |
| 5 | Unit 4: Formatting Text and paragraphs: Text formatting techniques; Paragraph alignment and lists; Using indents; Line spacing; and Reveal codes | Unit 4, pp. 4-1 to 4-26
Various questions and exercises, p. 4-26 and Handouts |
| 6 | Unit 5: Tabs and tables: Using tabs; Creating and Modifying tables | Unit 5, pp. 5-1 to 5-27
Various questions and exercises, p. 5-27 and Handouts |
| 7 | Unit 6: Controlling page layout: Headers and footers; Page margins; Page breaks | Unit 6, pp. 6-1 to 6-15
Various questions and exercises, p. 6-15 and Handouts |
| 8 | Unit 7: Proofing tools: Spelling and grammar tools; Thesaurus; Quick Words; Dictionary | Unit 7, pp. 7-1 to 7-15
Various questions and exercises, p. 7-15 and Handouts |
| 9 | ADVANCED: Unit 1: Formatting Styles: System, Custom, and Advanced Styles and options | Unit 1, pp. 1-1 to 1-17
Various questions and exercises,
p. 1-17 and Handouts |
| 10 | Unit 2: Project templates; Templates, Custom Templates, and PerfectExpert | Unit 2, pp. 2-1 to 2-22
Various questions and exercises, p. 2-22 and Handouts |
| 11 | Unit 3: Advanced table techniques: Advanced formatting, Numbers and formulas, Creating charts | Unit 3, pp. 3-1 to 3-21
Various questions and exercises,
p. 3-21 and Handouts |
| 12 | Unit 4: Sorting Options: Sorting text and Sorting table data | Unit 4, pp. 4-1 to 4-16
Various questions and exercises, p. 4-16 and Handouts |
| 13 | Unit 5: Merging techniques: Merging address book data with a form document; Envelopes and labels, Data files and form documents; Merging data files with form documents | Unit 5, pp. 5-1 to 5-34
Various questions and exercises,
p. 5-34 and Handouts |

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| 14 | Unit 8: Newspaper formats and graphics:
Newspaper columns and working with graphics | Unit 8, pp. 8-1 to 8-14
Various questions and
exercises,
p. 8-14 and Handouts |
| 15 | Unit 9: Advanced document management:
Large documents; Footnotes and endnotes;
Tables of authorities; and Navigating large
documents | Unit 9, pp. 9-1 to 9-23
Various questions and
exercises.
p. 9-23 and Handouts |
| 16 | Final Project | |