

AOS 105 : Introduction to Microsoft Word

Credits 5

Quarter Offered Fall, Spring, Summer

Develop beginning through intermediate word processing skills in Microsoft Word and associated technologies. Create, edit, format documents and tables; use themes and building blocks, illustrate documents with graphics, merge data sources and documents. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

Apply critical thinking skills to complete real-world business projects.

Combine technical skills to complete independent core concept reviews.

Create, edit, and format documents of varying complexity.

Create and format tables.

Illustrate documents with graphics.

Customize themes, building blocks, and style sets.

Create a data source and merge it with Word documents.

Interact and share information in the Cloud.