AOS 103 : Word Basics

Credits 1
Quarter Offered Fall, Winter, Spring
A short introduction to Microsoft Word (word processing) basics. Keyboarding skills are recommended. This class may include students from multiple sections. (Formerly CAT 117)
Course Outcomes

1. Create new and edit existing documents in Word.
2. Save an existing document as a revised document under a new name.
3. Use Word Ribbon tools, tabs, groups, dialog box launchers, backstage view, and contextual tabs to edit and format a document.
4. Recognize and apply font formats, paragraph formats, page formats, and file formats.
5. Insert and modify a picture in a document.
6. Create and manage document comments.
7. Insert and edit document controls for headers/footers, citations, and bibliographies.
8. Prepare a document for sharing and printing.