

CAT 130 : Introduction to Microsoft Word

Credits 5

Introduction to word processing covering basic concepts and terminology. Hands-on application including working with text, working with paragraphs, working with documents, managing files, and formatting. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Create documents and use the clipboard.
2. Modify fonts.
3. Format paragraphs.
4. Format pages.
5. Edit documents.
6. Insert illustrations and other elements.
7. Create and format tables.
8. Use themes, styles, and templates.
9. Manage references.
10. Manage headers, footers, and sections.
11. Use office collaboration features.
12. Use macros.