Level 6 Advanced Diploma in Information Technology (104) 131 Credits

Unit: Advanced Word	**Guided Learning Hours:** 220
Exam Paper No.: 3	**Number of Credits:** 22
Prerequisites: Good knowledge of file management.	**Corequisites:** A pass or higher in Diploma in Information Technology or equivalence.

Aim: This unit is designed to help learners attain the necessary skills and knowledge needed for effective operation of word processing. Major hands-on-experience with Microsoft Word will concentrate on the following areas: construction of documents with tables, merging and sorting documents, and creating outlines, table of contents, and newspaper and parallel columns. Learners will also work with macros, styles, and graphics. Other topics include working with a master document, creating index, table of contents, and online form; using Visual Basic for applications with Word, linking an Excel worksheet and charting its data in Word, creating forms, automating the form, macros, customising toolbars, inserting a watermark in a document, advanced Find and Replace, creating autotext entries, odd and even page headers and footers, bookmarks, footnotes and endnotes, cross-references, tracking changes and comparing documents.

Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Recommended textbooks and lecture notes.

Special Requirements: This is a hands-on unit, hence practical use of computers is essential. Requires intensive lab work outside of class time.

Intended Learning Outcomes:	Assessment Criteria:
1 How to use track changes, inserting comments, important data from Excel, creating a hyperlink, using the Highlight tool and modifying a document for online distribution	1.1 Describe how to track changes in a document
	1.2 Describe how to insert and delete comments
	1.3 Describe how to accept and reject changes
	1.4 Describe how to compare and combine documents
	1.5 Demonstrate embedding and modifying an Excel worksheet
	1.6 Describe how to link an Excel chart
	1.7 Describe how to modify and update a linked chart
	1.8 Describe how to insert and edit hyperlinks
	1.9 Demonstrate using the Web Layout view
	1.10 Describe how to save a Word document as a Web page
	1.11 Describe how to format a Web document
	1.12 Demonstrate viewing a Web document in a Web browser
2 Customising, automating Word documents; understanding common Word Options and the Quick Access Toolbar.	2.1 Be able to apply advanced features to a document template
	2.2 Describe how to create and modify styles within a document template
	2.3 Describe how to apply borders to a paragraph
	2.4 Demonstrate creating a watermark
	2.5 Describe how to use smart tags
	2.6 Describe how to create and insert Quick Parts
	2.7 Describe how to customize AutoCorrect

		2.8	Demonstrate working with columns of different widths
		2.9	Describe how to manage document properties
		2.10	Describe how to automate parts of a document using fields
		2.11	Describe how to import and run Visual Basic macros
		2.12	Describe how to record and run macros
		2.13	Describe how to Edit macros using Visual Basic
		2.14	Describe how to record an AutoMacro
3.	Understand how to create a form, insert text in a form field and using legacy form fields to perform calculations.	3.1	Describe how to design an on-screen form
		3.2	Describe how to merge and split cells
		3.3	Describe how to move gridlines
		3.4	Describe how to draw and erase borders
		3.5	Demonstrate how to align and rotate text
		3.6	Describe how to format text and shade cells
		3.7	Describe content controls
		3.8	Describe how to insert content controls
		3.9	Demonstrate modifying placeholder text in a content control
		3.10	Describe how to protect a form with the Group command
		3.11	Demonstrate testing content controls
		3.12	Demonstrate inserting legacy check box form fields
		3.13	Describe how to use formulas in a table
		3.14	Describe how to protect a document with a password
		3.15	Describe how to fill in an on-screen form
		3.16	Demonstrate how to e-mail a form
4.	Understand how to mark index entries, subentries, generating an index; creating a table of contents and inserting style references.	4.1	Describe how to create a master document
		4.2	Describe how to create, split, merge, and remove subdocuments
		4.3	Demonstrate controlling text flow and page breaks
		4.4	Demonstrate adding automatic heading numbers and numbered captions
		4.5	Describe how to create a graph with Microsoft Graph
		4.6	Describe how to create cross-references to figure numbers
		4.7	Describe how to protect a document with editing and formatting restrictions
		4.8	Describe how to use synchronous scrolling and thumbnails to manage documents
		4.9	Demonstrate using advanced page numbering techniques and style references
		4.10	Describe how to create and update an index, a bibliography, a table of contents, and a table of figures
		4.11	Describe how to update fields before

			printing
		4.12	Describe how to protect a document with encryption and digital signatures
5. Understand the mail merge tool and implementation of the mail merge wizard.		5.1 5.2 5.3 5.4 5.5	Create Word merge document Create Recipient list Be able to follow step by step mail merge wizard Insert recipient data Be able to create labels and envelops
6. Understand how to work with shapes, text boxes, pictures, formatting pictures and styles and themes.		6.1 6.2 6.3 6.4	Be able to insert, create a shape and format it Demonstrate how to insert a text box, format it, resize, move, change shape and colour Demonstrate how to change shape and picture style; add artistic effects, borders, cropping and compressing. Be able to create, apply and modify styles
7. Understand how to insert formulas in Word.		7.1 7.2 7.3 7.4 7.5	Insert a formula in a table cell. Use the Formula dialog box to create formula Explore Word built-in support for writing and editing equations Describe how to insert equations of formulas in word Insert formula to sum a column or row of table in Word
8. Understand Word option tools		8.1 8.2 8.3	Explain how to find the Microsoft Office options menu Display Word Options Describe how to Use Microsoft Word's Editing Tools
Methods of Evaluation: A 3-hour essay written paper with 5 questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Advanced Word with a weighting of 100%.			

Recommended Learning Resources:
Advanced Word

Text Books	• Advanced Microsoft Office Documents 2007 Edition Inside Out by Stephanie Krieger. ISBN-10: 073562285X • Advanced Word Processsing by Susie H. VanHuss, Connie M. Forde, Donna L. Woo and Linda Hefferin. ISBN-10: 0538730250
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Microsoft Word