

Montgomery County Community College  
OFM 110  
Microsoft Word Applications  
3-3-0

**COURSE DESCRIPTION:**

This course provides a comprehensive overview of Microsoft Word software features commonly used in business environments. In this hands-on course, students will learn to create and customize documents using editing functions, formatting features, graphics and images, tables, charts, references, mail merge, and forms. This course will also prepare students to manage shared and collaborative documents with the use of the comments, track changes, protection, and sharing features.

**REQUISITES:**

*Previous Course Requirements*

None

*Concurrent Course Requirements*

None

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply word processing technology to complete academic, business, or personal tasks.</li> </ol>	<p>Lecture/Demonstration Hands-On Applications Lab Projects</p>	



- c. Automating and customizing formatting
- d. Customizing themes, creating macros, and navigating in a document
- 4. Inserting special features and references
- 5. Creating specialized tables and indexes
- 6. Working with shared documents
- 7. Protecting and preparing documents

LEARNING MATERIALS:

Rutkosky, Nita. (2016). *Microsoft Word 2016 . Level 1&2, Benchmark Series*. Paradigm Publishing Inc., ISBN # 9780763869816.