

# Microsoft Word 2016



**Level 1**

## **Student Guide**

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## Introduction

This course is an introduction to using computerized word processors for beginning word processing students. It provides the opportunity for students to learn the fundamentals of word processing applications. Students will gain an in-depth understanding of a word processor program that allows them to create any kind of text-based documents, such as a memo, letter, or multipage reports with eye-catching graphics.

### CLASS FORMAT & REQUIRED SKILLS FOR SUCCESS IN THIS COURSE

*Time Management* – Set goals! Set a schedule for reading, studying, and completing lessons. Allow sufficient time for the cases. Stick to your schedule. Stay on task.

*Work Through the Course Content* – Your textbook is your tutorial for the course. Because this is a skills course, please make use of your textbook by working through all the textbook examples using WORD. Do not just read your textbook, work through it using the software you are learning (Word 2016).

### LEARNING METHODOLOGY

The instructor will inform students how to go through the program outline and textbook. Each student is expected to follow this guidance to influence other classmates in a positive manner. Individually and through teamwork, students will utilize all six levels of learning:

- Knowledge – recall and memorization
- Comprehension – ability to paraphrase and interpret information in one's own words
- Application – use knowledge in a new situation
- Analysis – break down knowledge into parts and show interrelationship
- Synthesis – bring together parts of knowledge together to form a whole
- Evaluation – make judgements based on given criteria

### RESOURCES

- MS Word 2016 Level 1 Student Guide
- *Illustrated Microsoft® Office 365 & Office 2016: Introductory, 1st Edition* textbook
- Data files

### ADDITIONAL NOTES

The book instructs students to open files from the Student data files folder. This folder should already be saved in the computer. Please save your work in your own folder (create your own folder); do not save your work in the Student data files folder (e.g. don't mix the data files with your own saved files).

Use the **Answer Sheet** on p. 5 in this guide to enter your answers to the Practice - Concepts Review questions.

**PLEASE BE PATIENT!** Work through each page of the textbook methodically. If you find that the instructions aren't working correctly, this usually just means that a step was skipped. So back up a few steps, or restart an assignment. As you work through the text, you will become more familiar with the content of the ribbon and other requirements in the instructions.

## Course Evaluation and Grading

The instructor reserves the right to alter the grade structure and modify assignments. Evaluation will also take into account a student's participation and class etiquette.

GRADING CRITERIA	
CONCEPTS REVIEW	60 POINTS
APPLICATIONS (VISUAL WORKSHOP)	77 POINTS
TOTAL POSSIBLE POINTS	137 POINTS
FINAL GRADE %	____/137 = ____%

## Program Outline and Grading Tracker

Topic	Page Number / Reference <i>(located at the bottom left and right of page)</i>	Evaluation	Mark
<b>Creating Documents with Word 2016</b>	<b>Module 1</b>		<b>/48</b>
1. Understand Word Processing Software	Word 2, Word 3	Checkmark for completion	
2. Explore the Word Window	Word 4, Word 5		
3. Start a Document	Word 6, Word 7		
4. Save a Document	Word 8, Word 9		
5. Select Text	Word 10, Word 11		
6. Format Text Using the Mini Toolbar and the Ribbon	Word 12, Word 13		
7. Use a Document Template	Word 14, Word 15		
8. Navigate a Document	Word 16, Word 17		
Practice – Concepts Review	Word 18, Word 19	Complete questions # 1-20 (open book)	<u>20</u>
Practice - Skills Review	Word 19, Word 20, Word 21	Checkmark for completion	
Independent Challenge 1	Word 21		
Visual Workshop	Word 24	Complete Visual Workshop <i>(Refer to rubric for grading)</i>	<u>28</u>
<b>Editing Documents</b>	<b>Module 2</b>		<b>/47</b>
1. Cut and Paste Text	Word 26, Word 27	Checkmark for completion	
2. Copy and Paste Text	Word 28, Word 29		
3. Use the Office Clipboard	Word 30, Word 31		
4. Find and Replace Text	Word 32, Word 33		
5. Check Spelling and Grammar	Word 34, Word 35		
6. Research Information	Word 36, Word 37		

7. Add Hyperlinks	Word 38, Word 39		
8. Work with Document Properties	Word 40, Word 41		
Practice – Concepts Review	Word 42, Word 43, Word 44	Complete questions # 1-20 (open book)	<u>20</u>
Practice – Skills Review	Word 44, Word 45	Checkmark for completion	
Independent Challenge 2	Word 46		
Visual Workshop	Word 48	Complete Visual Workshop (Refer to rubric for grading)	<u>27</u>
<b>Formatting Text and Paragraphs</b>	<b>Module 3</b>		<b>/42</b>
1. Format with Fonts	Word 50, Word 51	Checkmark for completion	
2. Use the Format Painter	Word 52, Word 53		
3. Change Line and Paragraph Spacing	Word 54, Word 55		
4. Align Paragraphs	Word 56, Word 57		
5. Work with Tabs	Word 58, Word 59		
6. Work with Indents	Word 60, Word 61		
7. Add Bullets and Numbering	Word 62, Word 63		
8. Add Borders and Shading	Word 64, Word 65		
9. Insert Online Pictures	Word 66, Word 67		
Practice – Concepts Review	Word 68, Word 69	Complete questions # 1-20 (open book)	<u>20</u>
Practice – Skills Review	Word 69, Word 70, Word 71	Checkmark for completion	
Independent Challenge 1	Word 72		
Visual Workshop	Word 76	Complete Visual Workshop (Refer to rubric for grading)	<u>22</u>
Total Marks			<u>137</u>
Final Grade			<u>%</u>

## Answer Sheet for Concepts Review

### Module 1 ~ Concepts Review, pp. Word 18-Word 19

Screen Labeling	Matching Items	Multiple Choice
1.	7.	15.
2.	8.	16.
3.	9.	17.
4.	10.	18.
5.	11.	19.
6.	12.	20.
	13.	
	14.	

### Module 2 ~ Concepts Review, pp. Word 42-Word 44

Screen Labeling	Matching Items	Multiple Choice
1.	6.	15.
2.	7.	16.
3.	8.	17.
4.	9.	18.
5.	10.	19.
	11.	20.
	12.	
	13.	
	14.	

### Module 3 ~ Concepts Review, pp. Word 68-Word 69

Screen Labeling	Matching Items	Multiple Choice
1.	8.	16.
2.	9.	17.
3.	10.	18.
4.	11.	19.
5.	12.	20.
6.	13.	
7.	14.	
	15.	

## Visual Workshop Rubrics

### Module 1 ~ Visual Workshop, p. Word 24

CATEGORY	Description			Points	Student Score
<b>Accuracy and Quality</b> <i>(Based on the student’s ability to follow written &amp; verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	New document is started with letterhead, today’s date, and address, as shown in Figure 1-20			3	
	Document is saved as <b>WD 1-Davidson Cover Letter</b>			2	
	Salutation is added below address			2	
	Body of letter is added according to Figure 1-20			2	
	Signature block is added			2	
	Enclosure notation is added			2	
	Letterhead is formatted bold, centered, with a bottom border, as shown in Fig. 1-20			3	
Total Possible Points:				16	
CATEGORY	1	2	3	4	Student Score
<b>Proficiency and Efficiency</b> <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Knowledge and Understanding</b> <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Effort and Attitude</b> <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Total Possible Points:				12	
VISUAL WORKSHOP TOTAL				28	

### Module 2 ~ Visual Workshop, p. Word 48

CATEGORY	Description			Points	Student Score
<b>Accuracy and Quality</b> <i>(Based on the student’s ability to follow written &amp; verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	Required document is opened and saved as <b>WD 2-Vista Letter</b>			<b>2</b>	
	Date, letterhead, inside address, salutation, and closing placeholder text is replaced to match Figure 2-20			<b>5</b>	
	Sentences are reorganized using the Office Clipboard to match Figure 2-20			<b>5</b>	
	Document property information is removed			<b>3</b>	
<b>Total Possible Points:</b>				<b>15</b>	
CATEGORY	1	2	3	4	Student Score
<b>Proficiency and Efficiency</b> <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Knowledge and Understanding</b> <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Effort and Attitude</b> <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Total Possible Points:</b>				<b>12</b>	
<b>VISUAL WORKSHOP TOTAL</b>				<b>27</b>	

### Module 3 ~ Visual Workshop, p. Word 76

CATEGORY	Description			Points	Student Score
<b>Accuracy and Quality</b> <i>(Based on the student’s ability to follow written &amp; verbal instructions, and quality of finished product, e.g. are there errors? is the replicate close?)</i>	Californian FB or a similar font is used and font size is changed as required			2	
	Image is formatted (resized and positioned) similar to Figure 3-33			2	
	Prices are formatted using tabs and leader lines			2	
	Spacing between paragraphs is adjusted to fit menu on one page; menu is saved as <b>WD 3-Todays Specials</b>			2	
	Menu text is formatted as instructed to match Figure 3-33 (color, bold and italic)			2	
Total Possible Points:				10	
CATEGORY	1	2	3	4	Student Score
<b>Proficiency and Efficiency</b> <i>(Based on the efficiency and speed on completing the project – student’s restrictions are factored in)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Knowledge and Understanding</b> <i>(Based on student’s dependency on the instructor, e.g. is the student able to complete the project independently or do they require a lot of assistance from the instructor)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
<b>Effort and Attitude</b> <i>(Based on the student working to the best of their ability; and shows respects to peers and teachers)</i>	Limited Expectations Met	Some Expectations Met	Meets Expectations	Meets and Exceeds Expectations	
Total Possible Points:				12	
VISUAL WORKSHOP TOTAL				22	