***UW-Milwaukee at Waukesha, College of General Studies***

**CGS CPS 106: Word Processing and Presentation Concepts**

 **Online Asynchronous**

**Credits:** 2

**Course Description:**

Introduces word processing applications, functions, and features. Emphasis on creating, editing, saving and retrieving files; using templates; creating organized tables. Covers typical as well as many advanced procedures of word processing and presentation software. Will extensively prepare for Microsoft certifications in Word, Expert Word, and PowerPoint.

**Textbook:**

There is no required textbook as all information is in the following format: PDFs, videos, simulations, fact sheets, and review exams. All course materials are through TestOut software within the Canvas platform.

**Course Interaction:**

Students will be working in an asynchronous environment. Students will be able to interact with other students via discussion posts or email within the Canvas shell. All assignments will be done through Canvas. If needed, the instructor will offer open lab times as needed and will be available through email, teams, or zoom.

**Course Requirement/Time Investment:**

Students must complete all the required assignments that are assigned by their instructor. This is a self-paced asynchronous class; however, suggested timeframes for each unit will be provided within Canvas’ calendar. Students, on average, should spend the required amount of time designated for 2-credit online course (equivalent to 96 hours).

Access to the Internet is the only requirement for access to this course as course software is designed to work on Macs, PCs, and Chromebooks. There is not a required textbook.

**Important Dates per Week:**

Course introductions complete and TestOut account created

Word Lessons 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, and 3.4 complete

Word Lessons 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, and 5.3 complete

Word Lessons **6.1**, 7.2, **7.3.1** and **7.3.2** complete

Word Lessons 8.1, 8.2, 9.2, 9.2, and 9.3 complete

Word Lessons 10.1, 10.2, 10.3, 11.2, **11.3.1**, and **11.3.2** complete

PowerPoint Lessons 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, and 6.8 complete

PowerPoint Lessons 6.9, 6.10, B.6, **B.7.1**, and **B.7.2** complete

Final Exam complete

**Technology Requirements:**

You will need access to the Internet. If you have any technical difficulties, you may contact UWM Help Desk: (414) 229-4040, helpdesk@it.uwm.edu, or [GetTechHelp.uwm.edu](https://uwm.edu/technology/help/)

**Course Objectives:**

Upon completion of this course, students will be able to:

1. Work effectively with large documents
2. Applying themes, styles, and templates to a document
3. Use Mail Merge
4. Record and use macros
5. Utilize office collaboration features
6. Manage editing and reference features
7. Creating and managing presentations
8. Designing slides, slide masters, animations, and transitions
9. Formatting tables/charts, pictures/other media, SmartArt/shapes
10. Creating live projects

**Grading Policies:**

Course grades will be determined based on a percentage of points earned in the course. Measures that will assist in assessing formative as well as summative student performance including, but may not be limited to, the following:

1. Formative assessments (class assignments/application labs)-60%
2. Unit Tests (projects/practice tests)-35%
3. Participation/Unit Completions-5%

**Grading Scale:**

93-100%= A 83-86%= B 73-76% = C 63-66% =D

90-92% = A- 80-82% = B- 70-72% = C- 60-62% = D-

87-89% = B+ 77-79% = C+ 67-69% = D+ 59% and lower = F

**Course Outline:**

**MICROSOFT WORD**

**1.0 Course Overview**

**1.1 Word and the Microsoft Office Suit**

1.1.1 The Microsoft Office Suite (2:26)

1.1.2 Introduction to Microsoft Word (2:19)

1.1.3 Word Tasks Overview

**1.2 Course Features**

1.2.1 Introduction to TestOut’s Microsoft Word Course (3:08)

1.2.2 Course Overview

1.2.3 Course Objectives

1.2.4 Tips for Mac Users

1.2.5 Using the Simulated Labs

1.2.6 Keyboard Shortcuts in Labs

1.2.7 Tips for Chromebook Users

**2.0 Common Office Features**

**2.1 Getting Started with Office**

2.1.1 Microsoft Office Versions (2:20)

2.1.2 Learning Office Applications (4:24)

2.1.3 The Ribbon (3:01)

2.1.4 Beyond the Ribbon (4:08)

2.1.5 Backstage View Options (3:38)

2.1.6 Common Office Application Features

2.1.7 Desktop vs. Web Applications

2.1.8 Skills Lab: Getting Started with Office

2.1.9 Challenge Lab: Getting Started with office

**2.2 Customizing Views and Options**

2.2.1 Document Views (3:23)

2.2.2 Customizing Toolbars and Ribbons (3:20)

2.2.3 Customization Facts

2.2.4 Skills Lab: Customize Views and Options

2.2.5 Challenge Lab: Customize Views and Options

**2.3 Printing Files**

2.3.1 Printing Options in Office Applications (4:37)

3.3.2 Office Printing Facts

3.3.3 Skills Lab: Print Files

2.3.4 Challenge Lab: Print Files

**2.4 Navigating Files**

2.4.1 Navigating Through a Word Document (4:24)

2.4.2 Navigating Through an Excel Workbook (4:09)

2.4.3 Navigation Facts

2.4.4 Skills Lab: Navigate Files

2.4.5 Challenge Lab: Navigate Files

**2.5 Working with Objects**

2.5.1 Formatting Images (4:49)

2.5.2 Formatting Shapes (3:58)

2.5.3 SmartArt (3:10)

2.5.4 Object Formatting Facts

2.5.5 Skills Lab: Work with Objects

2.5.6 Challenge Lab: Work with Objects

**3.0 Document and Text Basics**

**3.1 Creating Documents and Using the Clipboard**

3.1.1 Text Selection (3:08)

3.1.2 The Clipboard (4:15)

3.1.3 Document File Formats (3:26)

3.1.4 Word Printing Tips (3:47)

3.1.5 Text Importing (3:30)

3.1.6 Document Creation Facts

3.1.7 Skills Lab: Create Documents

3.1.8 Challenge Lab: Create Documents

3.1.9 Document Creation Tips

3.1.10 Applied Lab: Prepare a Business Memo

3.1.11 Applied Lab: Reorganize Class Notes

**3.2 Modifying Fonts**

3.2.1 Font Changes (3:56)

3.2.2 Font Choices (3:53)

3.2.3 Font Facts

3.2.4 Skills Lab: Modify Fonts

3.2.5 Challenge Lab: Modify Fonts

3.2.6 Font Tips

3.2.7 Applied Lab: Prepare a Resume

3.2.8 Applied Lab: Format a Math Worksheet

**3.3 Formatting Paragraphs**

3.3.1 Paragraph and Line Spacing (4:13)

3.3.2 Indentation and Tabs (4:27)

3.3.3 Bulleted and Numbered Lists (3:41)

3.3.4 Paragraph Borders and Shading (3:15)

3.3.5 Paragraph Formatting Facts

3.3.6 Skills Lab: Format Paragraphs

3.3.7 Challenge Lab: Format Paragraphs

3.3.8 Paragraph Formatting Tips

3.3.9 Applied Lab: Format Research Paper Paragraphs

3.3.10 Applied Lab: Format Lists

**3.4 Editing Documents**

3.4.1 AutoCorrect Options (3:05)

3.4.2 Spell Checking (2:13)

3.4.3 The Thesaurus (4:10)

3.4.4 Document Editing Facts

3.4.5 Skills Lab: Edit Documents

3.4.6 Challenge Lab: Edit Documents

3.4.7 Document Editing Tips

3.4.8 Applied Lab: Edit an Essay

3.4.9 Applied Lab: Edit a Newspaper Article

**4.0 Document Formatting and Graphics**

**4.1 Formatting Pages**

4.1.1 Page Layout Options (3:24)

4.1.2 Page and Column Breaks (2:21)

4.1.3 Tab Stops (2:19)

4.1.4 Page Formatting Facts

4.1.5 Skills Lab: Format Pages

4.1.6 Challenge Lab: Format Pages

4.1.7 Page Formatting Tips

4.1.8 Applied Lab: Format a Report Draft

4.1.9 Applied Lab: Format a Music Program

**4.2 Inserting Illustrations and Other Elements**

4.2.1 Text Wrap Options (2:50)

4.2.2 Illustration Formatting (4:00)

4.2.3 Building Blocks and Other Elements (4:00)

4.2.4 3D Models (2:12)

4.2.5 Word Illustration Facts

4.2.6 Skills Lab: Insert Illustrations

4.2.7 Challenge Lab: Insert Illustrations

4.2.8 Word Illustration Tips

4.2.9 Applied Lab: Insert Images for a Poster

4.2.10 Applied Lab: Insert Images for a Flyer

**4.3 Creating and Formatting Tables**

4.3.1 Word Tables (3:02)

4.3.2 Table Formatting (5:01)

4.3.3 Advanced Table Formatting (3:05)

4.3.4 Word Table Facts

4.3.5 Skills Lab: Create and Format Tables

4.3.6 Challenge Lab: Create and Format Tables

4.3.7 Word Table Tips

4.3.8 Applied Lab: Format a Calendar

4.3.9 Applied Lab: Format Tables for a Sales Report

**4.4 Using Themes, Styles, and Templates**

4.4.1 Word Styles

4.4.2 Themes and Style Sets

4.4.3 Word Templates

4.4.4 Word Theme & Style Facts

4.4.5 Skills Lab: Use Themes, Styles, and Templates

4.4.6 Challenge Lab: Use Themes, Styles, and Templates

4.4.7 Word Theme & Style Tips

4.4.8 Applied Lab: Create a Certificate Using a Template

4.4.9 Applied Lab: Format a Newsletter

**5.0 Academic and Workplace Features**

**5.1 Managing References**

5.1.1 Citations and References (4:17)

5.1.2 Footnotes, Endnotes, and Advanced Citations (5:04)

5.1.3 Table of Contents (2:37)

5.1.4 Reference Facts

5.1.5 Skills Lab: Manage References

5.1.6 Challenge Lab: Manage References

5.1.7 Reference Tips

5.1.8 Applied Lab: Manage Essay References

5.1.9 Applied Lab: Add References to Research Report

**5.2 Managing Headers, Footers, and Sections**

5.2.1 Headers and Footers (4:09)

5.2.2 Header and Footer Options (2:57)

5.2.3 Next Page Section Breaks (4:33)

5.2.4 Continuous Section Breaks (4:27)

5.2.5 Word Header, Footer, & Section Facts

5.2.6 Skills Lab: Manage Headers, Footers, and Sections

5.2.7 Challenge Lab: Manage Headers, Footers, and Sections

5.2.8 Word Header, Footer, & Section Tips

5.2.9 Applied Lab: Format a Research Paper with Sections

5.2.10 Applied Lab: Format a Survey Report

**5.3 Using Office Collaboration Features**

5.3.1 Track Changes and Comments (3:51)

5.3.2 Distributing Files (4:27)

5.3.3 Collaboration Facts

5.3.4 Skills Lab: Use Collaboration Features

5.3.5 Challenge Lab: Use Collaboration Features

5.3.6 Collaboration Tips

5.3.7 Applied Lab: Prepare a Business Memo for Distribution

5.3.8 Applied Lab: Prepare an Online Resume

**6.0 Word Associate Live Projects**

**6.1 Word Live Projects**

6.1.1 How to Use Word Live Projects (3:32)

6.1.2 Installing the Optional Task Guide in Word

6.1.3 Additional Tips for Word Live Projects

6.1.4 Word Project: Create an Event Flyer

6.1.5 Word Project: Format a Sales Report

6.1.6 Word Project: Format and Add Citations for a White Paper

**7.0 MOS Word Associate (MO-100) Practice Exams**

**7.1 Preparing for MOS Certification**

7.1.1 Preparing for the MOS Exams (2:49)

7.1.2 Performing Unfamiliar Tasks (7:17)

7.1.3 Using TestOut MOS Practice Exams (4:16)

7.1.4 MOS Exam Objectives

7.1.5 Taking an MOS Exam

**7.2 Domain Practice Labs: Word Associate 2019**

7.2.1 Manage Documents

7.2.2 Insert and Format Text, Paragraphs, and Sections

7.2.3 Manage Tables and Lists

7.2.4 Create and Manage References

7.2.5 Insert and Format Graphic Elements

7.2.6 Manage Document Collaboration

**7.3 Practice Exams: Word Associate**

8.3.1 Microsoft Word Associate Practice – Form A

8.3.2 Microsoft Word Associate Practice – Form B

**8.0 Custom Styles**

**8.1 Using Custom Styles and Themes**

8.1.1 Modify Existing Styles (2:49)

8.1.2 Create and Manage Styles (3:43)

8.1.3 Share Styles Between Documents (4:40)

8.1.4 Custom Design Sets (5:11)

8.1.5 Custom Styles and Themes Facts

8.1.6 Skills Lab: Use Custom Styles and Themes

8.1.7 Challenge Lab: Use Custom Styles and Themes

8.1.8 Custom Styles and Themes Tips

8.1.9 Applied Lab: Create a Design Guide, Part 1

8.1.10 Applied Lab: Create a Design Guide, Part 2

**8.2 Using Charts**

8.2.1 Chart Types (2:51)

8.2.2 Creating Charts in Word (2:43)

8.2.3 Editing Chart Data (3:26)

8.2.4 Formatting Charts (2:39)

8.2.5 Chart Facts

8.2.6 Skills Lab: Use Charts

8.2.7 Challenge Lab: Use Charts

8.2.8 Chart Tips

8.2.9 Applied Lab: Create a Sales Report

8.2.10 Applied Lab: Design a Grade Summary

**9.0 Advanced Editing and References**

**9.1 Advanced Find and Replace**

9.1.1 Find and Replace Options (4:01)

9.1.2 Find and Replace Formatting (2:54)

9.1.3 Find and Replace Special Characters (2:25)

9.1.4 Searching with Wildcards (2:47)

9.1.5 Advanced Find and Replace Facts

9.1.6 Skills Lab: Advanced Find and Replace

9.1.7 Challenge Lab: Advanced Find and Replace

9.1.8 Advanced Find and Replace Tips

9.1.9 Applied Lab: Format Poems

9.1.10 Applied Lab: Edit a Research Paper

**9.2 Indexes and Captions**

9.2.1 Index Entries (4:03)

9.2.2 Create and Manage an Index (2:09)

9.2.3 Figure and Table Captions (2:50)

9.2.4 The Table of Figures (2:01)

9.2.5 Index and Captions Facts

9.2.6 Skills Lab: Indexes and Captions

9.2.7 Challenge Lab: Indexes and Captions

9.2.8 Index and Caption Tips

9.2.9 Applied Lab: Create a Character Index

9.2.10 Applied Lab: Annotate a Research Paper

**9.3 Review and Protect Documents**

9.3.1 Using Different Languages (3:31)

9.3.2 Document Display Options (4:11)

9.3.3 Restrict Document Access (3:22)

9.3.4 Combining Revisions (4:02)

9.3.5 Using Master and Subdocuments (3:20)

9.3.6 Review and Protection Facts

9.3.7 Skills Lab: Review and Protect Documents

9.3.8 Challenge Lab: Review and Protect Documents

9.3.9 Review and Protect Tips

9.3.10 Applied Lab: Format a Magazine Article

9.3.11 Applied Lab: Protect a Business Proposal

**10.0 Automatic Document Content**

**10.1 Forms and Fields**

10.1.1 Building Blocks (4:00)

10.1.2 Customize Fields (2:37)

10.1.3 Content Controls (2:57)

10.1.4 Forms and Fields Facts

10.1.5 Skills Lab: Forms and Fields

10.1.6 Challenge Lab: Forms and Fields

10.1.7 Forms and Fields Tips

10.1.8 Applied Lab: Create an Order Form

10.1.9 Applied Lab: Format an Inventory Record

**10.2 Mail Merge**

10.2.1 Intro to Mail Merge (3:41)

10.2.2 Mail Merge for Envelopes (4:11)

10.2.3 Mail Merge for Labels (3:47)

10.2.4 Mail Merge Facts

10.2.5 Skills Lab: Mail Merge

10.2.6 Challenge Lab: Mail Merge

10.2.7 Mail Merge Tips

10.2.8 Applied Lab: Send a Business Letter

10.2.9 Applied Lab: Create a Label Sheet

**10.3 Using Macros**

10.3.1 Intro to Macros (3:47)

10.3.2 Macro Shortcuts (2:53)

10.3.3 Macro Management (4:09)

10.3.4 Macro Facts

10.3.5 Skills Lab: Use Macros

10.3.6 Challenge Lab: Use Macros

10.3.7 Macro Tips

10.3.8 Applied Lab: Create a Recital Program

10.3.9 Applied Lab: Create an Advertisement

**11.0 MOS Expert Practice Exams**

**11.1 Preparing for MOS Certification**

11.1.1 Preparing for the MOS Exams (2:49)

11.1.2 Performing Unfamiliar Tasks (7:17)

11.1.3 Using TestOut MOS Practice Exams (4:16)

11.1.4 MOS Exam Objectives

11.1.5 Taking an MOS Exam

**11.2 Domain Practice Labs: Word Expert**

11.2.1 Manage Document Options and Settings

11.2.2 Use Advanced Editing and Formatting Features

11.2.3 Create Custom Document Elements

11.2.4 Use Advanced Word Features

**11.3 Practice Exams: Word Expert**

11.3.1 Microsoft Word Expert Practice – Form A

11.3.2 Microsoft Word Expert Practice – Form B

**MOS WORD ASSOCIATE Certification is Available**

**MOS WORD EXPERT Certification is Available**

**MICROSOFT POWERPOINT**

**6.0 Microsoft PowerPoint**

**6.1 Introduction to PowerPoint**

6.1.1 Introduction to PowerPoint (3:07)

6.1.2 Best Practices in Design (3:36)

6.1.3 PowerPoint Tasks Overview

**6.2 Creating and Managing Presentations**

6.2.1 Slide Management (2:53

6.2.2 Presentation Sections (2:02)

6.2.3 Presentation Management Facts

6.2.4 Skills Lab: Create and Manage Presentations

6.2.5 Challenge Lab: Create and Manage Presentations

6.2.6 Presentation Management Tips

6.2.7 Applied Lab: Reorganize Presentation Slides

6.2.8 Applied Lab: Create a New Presentation Using a Template

**6.3 Formatting Textual Content**

6.3.1 Text and Content Placeholders (3:28)

6.3.2 Text Formatting (3:03)

6.3.3 Managing Presentation Content (3:34)

6.3.4 PowerPoint Text Formatting Facts

6.3.5 Skills Lab: Format Textual Content

6.3.6 Challenge Lab: Format Textual Content

6.3.7 PowerPoint Text Formatting Tips

6.3.8 Applied Lab: Format Text for a Sales Presentation

6.3.9 Applied Lab: Format a Class Report

**6.4 Designing Slides**

6.4.1 Themes and Templates (3:04)

6.4.2 Slide Backgrounds (2:22)

6.4.3 Slide Design Facts

6.4.4 Skills Lab: Design Slides

6.4.5 Challenge Lab: Design Slides

6.4.6 Slide Design Tips

6.4.7 Applied Lab: Design a Business Plan Presentation

6.4.8 Applied Lab: Design a Class Presentation

**6.5 Using the Slide Master**

6.5.1 Slide Masters (4:11)

6.5.2 Slide Footers (2:37)

6.5.3 Handout and Notes Masters (3:54)

6.5.4 Slide Master Facts

6.5.5 Skills Lab: Use the Slide Master

6.5.6 Challenge Lab: Use the Slide Master

6.5.7 Slide Master Tips

6.5.8 Applied Lab: Create a New Slide Master Layout

6.5.9 Applied Lab: Customize a Slide Master Layout

**6.6 Formatting SmartArt and Shapes**

6.6.1 SmartArt (3:09)

6.6.2 Object Formatting (3:48)

6.6.3 Digital Ink (2:10)

6.6.4 SmartArt and Shape Facts

6.6.5 Skills Lab: Format SmartArt and Shapes

6.6.6 Challenge Lab: Format SmartArt and Shapes

6.6.7 SmartArt and Shape Tips

6.6.8 Applied Lab: Format Elements in a Class Presentation

6.6.9 Applied Lab: Format a Business Presentation with SmartArt

**6.7 Formatting Tables and Charts**

6.7.1 PowerPoint Charts (3:24)

6.7.2 PowerPoint Tables (3:02)

6.7.3 Table and Chart Formatting Facts

6.7.4 Skills Lab: Format Tables and Charts

6.7.5 Challenge Lab: Format Tables and Charts

6.7.6 Table and Chart Formatting Tips

6.7.7 Applied Lab: Modify a PowerPoint Table

6.7.8 Applied Lab: Prepare a Sales Presentation

**6.8 Formatting Pictures and Other Media**

6.8.1 Media Formatting (2:58)

6.8.2 Advanced Media Formatting (5:36)

6.8.3 Media Formatting Facts

6.8.4 Skills Lab: Format Pictures and Other Media

6.8.5 Challenge Lab: Format Pictures and Other Media

6.8.6 Media Formatting Tips

6.8.7 Applied Lab: Format a Class Presentation on Confucius

6.8.8 Applied Lab: Format a Class Presentation on Plato

**6.9 Applying Animations and Transitions**

6.9.1 Animation (2:56)

6.9.2 Transitions (3:10)

6.9.3 Slide Zoom (2:22)

6.9.4 3D Models (1:58)

6.9.5 Motion Paths (2:56)

6.9.6 Section and Summary Zoom (4:02)

6.9.7 Animation and Transition Facts

6.9.8 Skills Lab: Apply Animations and Transitions

6.9.9 Challenge Lab: Apply Animations and Transitions

6.9.10 Animation and Transition Tips

6.9.11 Applied Lab: Add Transitions to a Presentation

6.9.12 Applied Lab: Add Animations for Emphasis

**6.10 Delivering Presentations**

6.10.1 Presentation Tools (3:43)

6.10.2 PowerPoint Print Options (3:14)

6.10.3 Advanced Slide Show Options (3:38)

6.10.4 Presentation Delivery Facts

6.10.5 Skills Lab: Deliver Presentations

6.10.6 Challenge Lab: Deliver Presentations

6.10.7 Presentation Delivery Tips

6.10.8 Applied Lab: Prepare for a Presentation

6.10.9 Applied Lab: Deliver a PowerPoint Lecture

**6.11 PowerPoint Live Projects**

6.11.1 How to Use PowerPoint Live Projects (3:14)

6.11.2 Installing the Optional Task Guide in PowerPoint

6.11.3 Additional Tips for PowerPoint Live Projects

6.11.4 PPT Project: Format a Sales Training Presentation

6.11.5 PPT Project: Format a Sales Report Presentation

6.11.6 PPT Project: Format a Marketing Campaign Presentation

**B.6 Domain Practice Labs: PowerPoint**

B.6.1 Manage Presentations

B.6.2 Manage Slides

B.6.3 Insert/Format Text/Shapes/Images

B.6.4 Insert Tables, Charts, SmartArt, 3D Models, and Media

B.6.5 Apply Transitions and Animations

**B.7 Practice Exams: PowerPoint Associate**

B.7.1 Microsoft PowerPoint Practice – Form A

B.7.1 Microsoft PowerPoint Practice – Form B

**MOS POWERPOINT ASSOCIATE Certification is Available**

**Instructor statement of support:**

If there is anything I can do in order to help you succeed in the course, please do not hesitate to reach out!