

MS Word

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This sheet will help to explain the course and what is expected of you. Be sure to ask questions if there is anything you do not understand.

COURSE DESCRIPTION

MS Word is designed for students to learn Microsoft Office Word 2010 program. The class will cover all facets of the Word 2010 Suite. Minimum requirement for MS Word is Keyboarding Plus. This is a full-featured word processing program that allows you to create professional announcements, letters, memos, resumes, reports, fax cover sheets, mailing labels, newsletters, and many other types of documents. This class aligns with the Iowa Core Curriculum.

WHAT ARE WE GOING TO DO IN THIS CLASS?

Topics to be covered:

1. Develop a document as well as enter and edit text.
2. Use the Spelling and Grammar tool and the Thesaurus.
3. Change indents, line spacing, and margins.
4. Create a tabbed table.
5. Create numbered and bulleted lists.
6. Add a page border.
7. Create a cover page.
8. Add footnotes, captions, and cross-references.
9. Wrap text around graphics.
10. Create and enhance a WordArt object.
11. Create newsletter-style columns.
12. Create, format, and link text boxes.
13. Insert drop caps, special characters and symbols, and customized bullets.
14. Create and modify a chart.
15. Create and organizational chart.
16. Use the mail merge feature to create form letters.
17. Create mailing labels and envelopes.
18. Prepare a document for distribution.

SUPPLIES

Notebook, Pen/Pencil.

INSTRUCTIONAL STRATEGIES

Instructional strategies that will be used in this course, but are not limited to are: direct instruction, active participation, presentation, cooperative learning, probing questions, questioning strategies, student projects, technology, note taking, modeling.

ASSESSMENTS & GRADING

Your grade will be based on the following using total points:

Homework – Most assignments will be completed in class on the computer. Assignments will be due at the beginning of class. Late assignments will be graded as a F.

Grading Scale:

93.0 – 100%	A	83.0 – 86.99	B	73.0 – 76.99	C	63.0 – 66.99	D
90.0 – 92.99	A-	80.0 – 82.99	B-	72.99 – 70.0	C-	60.0 – 62.99	D-
87.0 – 89.90	B+	77.0 – 79.99	C+	67.0 – 69.99	D+	Below 60%	F

ABSENCES

If you miss class FOR ANY REASON it is your responsibility to get the assignment. Test will be made up within two days. Try not to miss class. Problems with absences (excused or unexcused) or tardies will be handled according to the Senior High School attendance policy.

GETTING HELP

If you are having trouble with MS WORD you need to get help IMMEDIATELY. I will be available before school most days. My prep period is 1st hour and I am available that time most days.

BEHAVIOR EXPECTATIONS

I expect you to behave as the responsible students that you are. Should a problem arise I may contact your parents and/or pursue assistance from the office. CHEATING on anything in this class will not be tolerated. Consequences may include, but are not limited to, a score of zero on the work, contacting your parents and/or Assistant Principal, or an F in the course.

COMMUNICATION

The best way to contact me with any questions or concerns is via email (weimers@dbqschools.org). You may also reach me by phone at 552-5541. Messages left will be returned as soon as possible. I also update Powerschool after every test or assignment we take within a day or two of the assessment.