

<b>CLASS NUMBER AND NAME:</b>	<b>CM320A—WORD CERTIFICATION PREPARATION</b>
<b>TOTAL CLOCK HOURS:</b>	25 Hours/1 Unit
<b>PREREQUISITE:</b>	CM310C—Post-Advanced Office: Word and Excel
<b>TEXT AND MATERIALS:</b>	SimNet online software, McGraw Hill Publishing Company, New York, NY.
<b>CLASS DESCRIPTION:</b>	This class utilizes software training and practice tests for certification preparation for Word. Certification testing is included in this class.
<b>CLASS OBJECTIVES:</b>	The student will review the concepts and techniques learned in Microsoft Word to obtain certification.
<b>CLASS FORMAT OVERVIEW:</b>	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
<b>REQUIREMENTS:</b>	Students are required to maintain a minimum of 80 percent attendance and complete lessons and exams as stated in this outline.
<b>TESTING:</b>	The final for this class will be the Microsoft certification test for Word administered by the Empire College testing site.
<b>GRADING POLICIES:</b>	Grades will be based on completing all assignments on the class schedule on time.
<b>FINAL GRADE:</b>	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.  No Incomplete grades will be issued for this course.
<b>ANTICIPATED LEARNING OUTCOMES:</b>	Upon completing this class, the student will: <ol style="list-style-type: none"><li>1. Have practiced Word concepts utilizing software and training to review the concepts learned in the beginning, advanced, and post-advanced courses.</li><li>2. Utilize the SimNet software and Office textbooks to complete all lesson and practice exams.</li><li>3. Become prepared to receive Microsoft certification in Word.</li></ol>

# Instructions

- Since the program is on the Internet, you may work on this at home and do not need a copy of Office on your computer. Go to [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com). Log into the CM320A/B/C/D class that is on your schedule. Use your login from the CM166A, Beginning Excel classes.
- Each SimNet Microsoft Office application features a Lesson that includes TeachMe... ShowMe...LetMeTry. Complete all Let Me Try Lessons at the 95 percent or above level.
- After the completion of each lesson at the 95 percent level or above, the Lesson Exams are timed and present a smaller, randomized selection of questions. These must also receive a 95 percent or better score.

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## NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE Teach Me...Show Me...Let Me Try until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Do not run through the assignments to get the class completed. If you do, you will probably not pass your certification exam. Use this time, your books, and this program to KNOW Excel and use the features that are available. This will help you once you are looking for employment. Anyone can just move through the assignments to get them done. Take the time to understand and know what you are doing and use every feature available to you in the program. It will really help you in your future and the career that you hope to begin once you graduate Empire College.

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## Lessons, Exams, and MOS testing

<b>Lessons</b>	The lessons are not timed. The TeachMe...ShowMe...Let Me Try...software offers hints and step-by-step instructions to help you learn the concepts featured in the certification exam. You must receive a 95 percent score or better on the Let Me Try portion of each lesson.
<b>Answering Questions</b>	Make sure that you have mastered the lesson Let Me Try...objectives before attempting the lesson exam. All concepts on the exam are covered in the lesson portion of the software.
<b>Exams</b>	The Lesson Exam is timed and presents a smaller, randomized selection of questions. Your score to pass the class must be 95 percent or better for each lesson exam.
<b>Lesson and Exam Results</b>	Check your progress on a regular basis as you work on the assignments.
<b>MOS Certification Testing</b>	When you have completed all of the lessons and exams and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MOS exam. <ol style="list-style-type: none"><li>1. Schedule your exam with Michaela DeBiase in the Prometric testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b></li><li>2. Go to the bookstore to receive a voucher.</li><li>3. Remember to take two forms of identification with you on your scheduled appointment.</li><li>4. Submit a copy of your tests results with an assignment cover sheet.</li></ol>

## Word Certification Preparation — Weekly Schedule

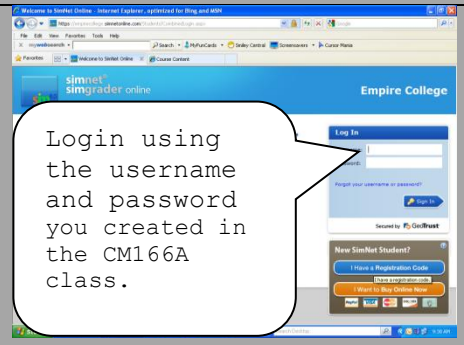

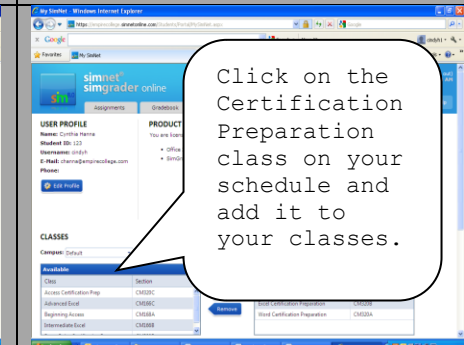
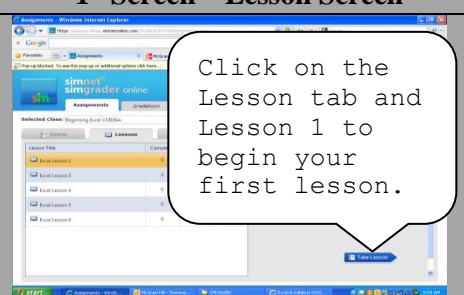
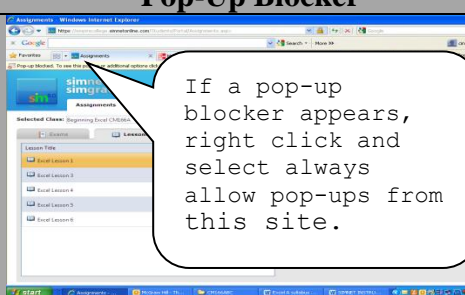
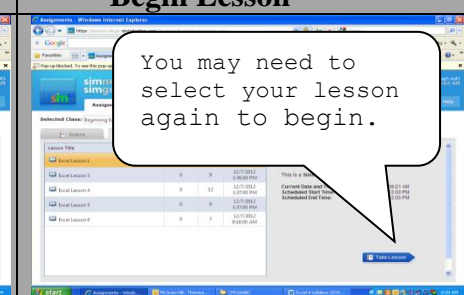
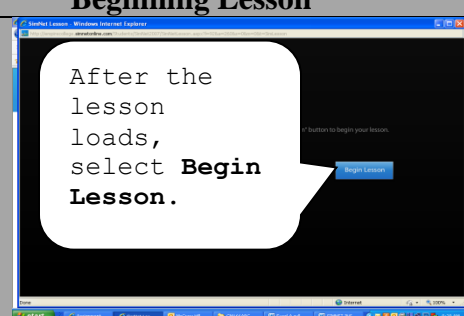
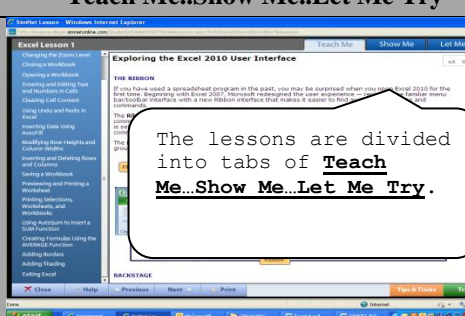
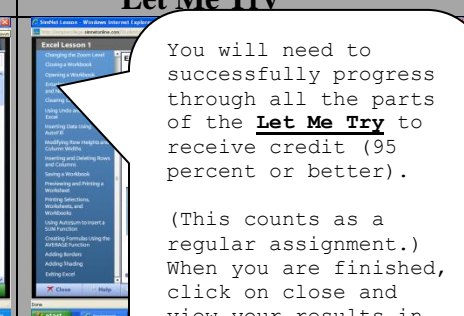
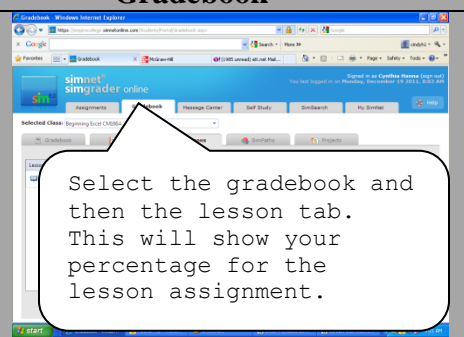
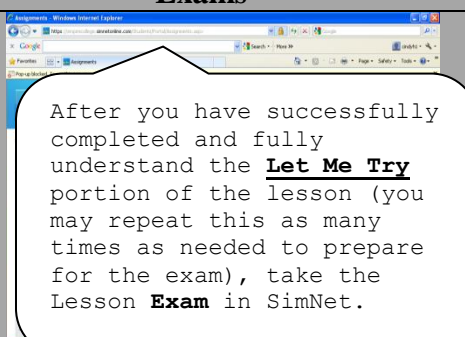
This class is designed to prepare the student for Microsoft Word certification. Once the student has successfully completed the SimNet practice and lesson exams with 95% or better accuracy and has a thorough understanding of all the exam objectives, he or she is eligible to schedule the Microsoft exam.

	<b>Assignment</b>	<b>Turn in</b>	
<b>Week One</b>	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives. <a href="http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-881&amp;Locale=en-us#tab2">http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-881&amp;Locale=en-us#tab2</a>	<b>Assignment 1</b> Complete the <b>Lessons</b> and <b>Exams</b> for 1 and 2 with a 95% or better score.	
<b>Week Two</b>	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives.	<b>Assignment 2</b> Complete the Lessons 3 and 4 lessons and exams with a 95% or better score.	
<b>Week Three</b>	Use the SimNet software for Word. Use your books to research and study the concepts.	<b>Assignment 3</b> Complete the Lessons 5 and 6 lessons and exams with a 95% or better score.	
<b>Week Four</b>	Use the SimNet software for Word. Use your books to research and study the concepts  Schedule and take the Microsoft Word exam after you have successfully completed the lesson and exams with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.	<b>Assignment 4</b> Complete the Lesson 7 lesson and exam with a 95% or better score. Prepare and study for the exam. Go to the bookstore to purchase an exam voucher and schedule your exam.	
<b>Week Five</b>	Use the SimNet software for Word and your books to research and study the concepts. Use the Office books to research questions and study for the Microsoft certification exam.  Schedule and take the Microsoft Word exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.  Take and pass the Microsoft Word certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading. You will not receive a grade for the class unless a copy is on file. Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b> Go to the bookstore to receive a voucher.  Remember to take two forms of identification with you on your scheduled appointment.  <b><u>Submit a copy of your tests results with an assignment cover sheet. You will not receive a grade for this class without it.</u></b>	<b>Assignment 5</b> Schedule, take, and pass the Microsoft Word exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.	

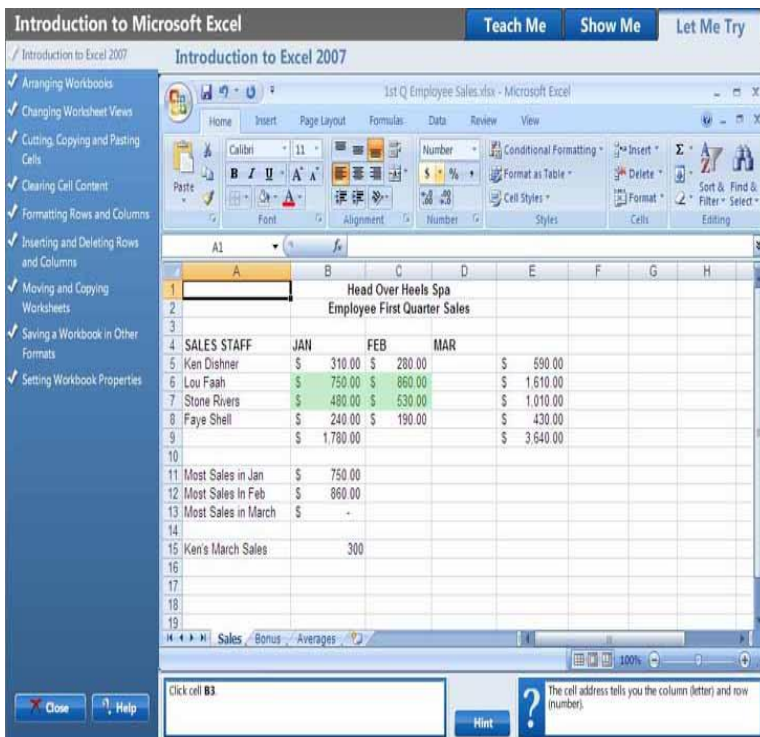
# Certification Prep SimNet Instructions CM320A/B/C/D—Certification Prep

Open Internet Explorer and go to [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com). Use the login and password you created in the CM166A, Beginning Excel class.

**For online help:** <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<p><b>1<sup>st</sup> Screen</b></p>  <p>Login using the username and password you created in the CM166A class.</p>	<p><b>Next→</b></p>  <p>Click on the My Simnet tab.</p>	<p><b>Next→</b></p>  <p>Click on the Certification Preparation class on your schedule and add it to your classes.</p>
<p><b>1<sup>st</sup> Screen—Lesson Screen</b></p>  <p>Click on the Lesson tab and Lesson 1 to begin your first lesson.</p>	<p><b>Pop-Up Blocker</b></p>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<p><b>Begin Lesson</b></p>  <p>You may need to select your lesson again to begin.</p>
<p><b>Beginning Lesson</b></p>  <p>After the lesson loads, select <b>Begin Lesson</b>.</p>	<p><b>Teach Me..Show Me..Let Me Try</b></p>  <p>The lessons are divided into tabs of <b>Teach Me..Show Me..Let Me Try</b>.</p>	<p><b>Let Me Try</b></p>  <p>You will need to successfully progress through all the parts of the <b>Let Me Try</b> to receive credit (95 percent or better).  (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<p><b>Gradebook</b></p>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	<p><b>Exams</b></p>  <p>After you have successfully completed and fully understand the <b>Let Me Try</b> portion of the lesson (you may repeat this as many times as needed to prepare for the exam), take the Lesson <b>Exam</b> in SimNet.</p>	<p>When you have completed all of the lessons and exams with 95 percent or better scores and fully understand the objectives listed in this syllabus, schedule your MOS exam.</p>

# Completing the Let Me Try Portion of a Lesson

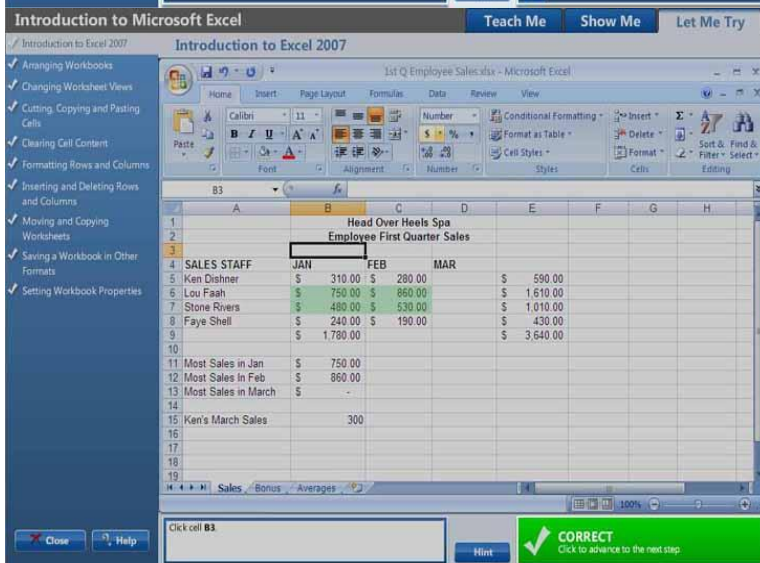


In order for an assigned task to be marked as complete in your instructor's reports, you must complete all the steps in the Let Me Try portion of the task.

**The Teach Me and Show Me portions of the lesson are optional.**

To complete the **Let Me Try** portion of a task:

1. Click a task in the lesson navigation menu on the left of the screen.
2. Click the **Let Me Try** tab.
3. Answer the question in the box on the bottom of your screen by completing the appropriate action in the simulated interface.
  - a. If you need help, click the **Hint** button.
4. The program will tell you if your response was correct or incorrect.
  - a. If you answer correctly, click the box to the right of the question with a **Correct** checkmark that says **Click here to advance to the next step.**
5. Continue answering the question for each step
6. When you have completed the last step of the **Let Me Try**, click the green checkmark that says **You've completed this task** to close the exercise and return to the **Teach Me** tab.
7. A checkmark appears next to the task to show it has been completed. You should have a score of 95 percent or better in the gradebook.



To view a video on this topic go to

<https://empirecollege.simnetonline.com/Help/StudentPortal/Instructions.aspx?fileid=130>

## Exam 77-881:—Microsoft® Office Word Certification Objectives

Before you take the exam, please make sure you have a complete understanding of the following concepts that will be on your exam. Questions will not match the SimNet software. <http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-881&Locale=en-us#tab2>

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**Skills Being Measured** This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

### Sharing and Maintaining Documents

- Apply different views to a document.
  - This objective may include but is not limited to: selecting zoom options, splitting and arranging windows (View Side by Side, Synchronous Scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft), switching windows, opening a document in a new window
- Apply protection to a document.
  - This objective may include but is not limited to: applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protect a document, Mark as Final), applying protection by using ribbon commands
- Manage document versions.
  - This objective may include but is not limited to: Recover draft versions, Delete all draft versions
- Share documents.
  - This objective may include but is not limited to: sending documents via E-mail, SkyDrive, or internet fax, changing file types, creating PDF documents, creating and publishing a blog post, registering a blog account
- Save a Document.
  - This objective may include but is not limited to: using compatibility mode, protected mode, and Save As options
- Apply a template to a document.
  - This objective may include but is not limited to: finding templates (locating a template on your disk, finding templates on the web).

### Formatting Content

- Apply font and paragraph attributes.
  - This objective may include but is not limited to: Apply character attributes, apply styles, use Format Painter
- Navigate and search through a document.
  - This objective may include but is not limited to: using the Navigation Pane (headings, pages, results), Go To, Browse by button, and Highlight features, and setting Find and Replace options (format, special)
- Apply indentation and tab settings to paragraphs.
  - This objective may include but is not limited to: applying indents (first line, hanging), setting tabs, using the Tabs dialog box, setting tabs on the ruler, clearing tabs, setting tab stops, and moving tab stops
- Apply spacing settings to text and paragraphs.
  - This objective may include but is not limited to: Line spacing, paragraph spacing
- Create tables.
  - This objective may include but is not limited to: using the Insert Table dialog box, using Draw Table, inserting a Quick Table, converting text to tables, and using a table to control page layout
- Manipulate tables in a document.
  - This objective may include but is not limited to: sorting content, adding a row to a table, adding a column to a table, splitting, merging, moving, resizing, and deleting a row or column, defining the header row, converting tables to text, and viewing gridlines
- Apply bullets to a document.
  - This objective may include but is not limited to: applying bullets, selecting a symbol format, defining a picture to be used as a bullet, using AutoFormat, and promoting or demoting bullet levels

### Applying Page Layout and Reusable Content

- Apply and manipulate page setup settings.
  - This objective may include but is not limited to: setting margins, non-breaking spaces, hyphenation, and columns, working with breaks, forcing a page break, inserting a section break (continuous, Next page, Next Odd, Next Even), and inserting a

blank page into a document

- Apply themes.
  - This objective may include but is not limited to: Use a theme to apply formatting, customize a theme
- Construct content in a document by using the Quick Parts tool.
  - This objective may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
- Create and manipulate page backgrounds.
  - This objective may include but is not limited to: formatting a document's background, setting a colored background, adding a watermark, and placing page borders
- Create and modify headers and footers.
  - This objective may include but is not limited to: inserting and formatting page numbers, inserting the current date and time, inserting a built-in header or footer, adding content to a header or footer (custom dialog box, manual entry), deleting a header or footer, changing margins, and applying a different first page attribute

### **Including Illustrations and Graphics in a Document**

- Insert and format Pictures in a document.
  - This objective may include but is not limited to: adding captions, applying artistic effects and picture styles, compressing pictures, modifying a shape, adjusting position and size, and inserting screenshots
- Insert and format shapes, WordArt, and SmartArt.
  - This objective may include but is not limited to: adding text to a shape, modifying text on a shape, adding captions, setting shape styles (border, text), and adjusting position and size
- Insert and format Clip Art.
  - This objective may include but is not limited to: Organizing ClipArt, captions, artistic effects, compress pictures, corrections, modify the shape, reset, picture styles, arrange options, size
- Apply and manipulate text boxes.
  - This objective may include but is not limited to: Format, save selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arrange options

### **Proofreading documents**

- Validate content by using spelling and grammar checking options
  - This objective may include but is not limited to: Grammar and style options
- Configure AutoCorrect settings
  - This objective may include but is not limited to: Add, remove, exceptions, AutoCorrect dialog
- Insert and modify comments in a document
  - This objective may include but is not limited to: inserting a comment, editing a comment, deleting a comment, and viewing a comment (view comments from another user, view comments inline, view comments as balloons)

### **Applying References and Hyperlinks**

- Apply a hyperlink.
  - This objective may include but is not limited to: Hyperlink using text, hyperlink using graphic, headings and bookmarks, create new document, E-mail address
- Create Endnotes and Footnotes in a document.
  - This objective may include but is not limited to: Manage footnote and endnote location, configure footnote and endnote format, presentation, and numbering
- Create a Table of Contents in a document.
  - This objective may include but is not limited to: Default formats, show levels, alignment, tab leader, formats, options, modify styles, update table

### **Performing Mail Merge Operations**

- Setup mail merge
  - This objective may include but is not limited to: Perform a mail merge using the Mail Merge Wizard, perform a mail merge manually, Auto check for errors
- Execute mail merge
  - This objective may include but is not limited to: Print, preview

# CM320A — Word Cert Prep

## Evening Schedule

<b>Evening Schedule</b>		
<b>6-Week</b>	<b>3-Week</b>	
<b>Week 1</b>	<b>Week 1</b>	<b>Week 1 Schedule</b>
<b>Week 2</b>		<b>Week 2 Schedule</b>
<b>Week 3</b>	<b>Week 2</b>	<b>Week 3 Schedule</b>
<b>Week 4</b>		<b>Week 4 Schedule</b>
<b>Week 5</b>	<b>Week 3</b>	<b>Week 5 Schedule</b>
<b>Week 6</b>		<b>Take Microsoft Certification Exam</b>