

COURSE SYLLABUS

Using the Open Office Suite Word Processing Application

Winter/Spring 2010

INSTRUCTOR: Art Morissette

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PREREQUISITE(S): Successfully demonstrated knowledge and/or successful completion of the following course(s):
Introduction to Computing
Window Basics

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class will introduce the OpenOffice.org software, Writer, a FREE and powerful word processing application comparable to the Microsoft Office Word. Students will learn how to use the word processing application (Writer) to create and enhance text documents, create, use and manage templates, insert graphics, utilize tables, print, and save documents in different formats. Students will receive a CD containing the OpenOffice.org software and other useful tools and information.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will successfully demonstrate the use of the Open Office suite word processing application (**Writer**) by creating and enhancing text documents.

Objective 2: Students will successfully demonstrate the use and management of templates.

Objective 3: Students will successfully demonstrate the process of inserting and editing graphics and using and editing tables.

Objective 4: Students will successfully demonstrate the process of saving documents in different formats.