

<b>CLASS NUMBER AND NAME:</b>	<b>CMN320A—WORD CERTIFICATION PREPARATION - 2013</b>
<b>TOTAL CLOCK HOURS:</b>	24 Hours/1 Unit
<b>PREREQUISITE:</b>	CMN310W—Comprehensive Word or concurrent enrollment
<b>TEXT AND MATERIALS:</b>	GMetrix online software Access Code and Word certification testing voucher.
<b>CLASS DESCRIPTION:</b>	This class utilizes software training and testing 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>	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
<b>ATTENDANCE:</b>	This course is a lab class and attendance is required. Students are required to maintain a minimum of 80 percent attendance and complete Trainings and Testings 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.</li><li>2. Utilize the software and Office textbooks to complete all Training and Testing.</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 but will need a copy of the correct version of the Office program on your computer.
- Each GMetrix Microsoft Office application features a Training with directions on how to perform each step if you need them.
- After the completion of each Training, Testings are timed and present a smaller, randomized selection of questions. These must receive an 85 percent or better score. Complete them until you have reached this score.

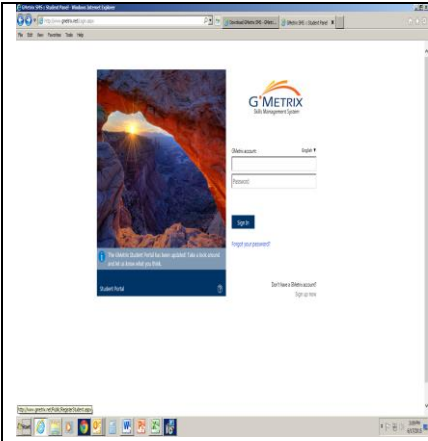
## NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE the training hints until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Take notes for a thorough understanding of Word. Use this time, your books, and this program to KNOW Word 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.

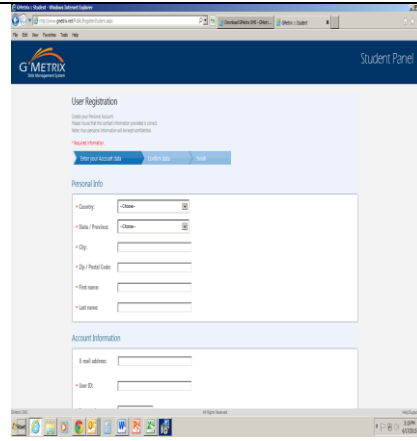
## Training, Testing, and MOS Certification Testing

<b>Training</b>	The trainings are not timed. Use the hint feature to help you learn the concepts featured in the certification exam. Repeat as many times as needed.
<b>Answering Questions</b>	Make sure that you have mastered the objectives before attempting the testing. All concepts on the tests are covered in the training portion of the software.
<b>Testing</b>	The Testings are timed and present a smaller, randomized selection of questions. Your score to pass the class must be 85 percent or better for each testing exam. <b>You may take the Test as many times as necessary to reach the minimum score.</b>
<b>Progress</b>	Check your progress on a regular basis as you work on the assignments.
<b>MOS Certification Testing</b>	<ol style="list-style-type: none"> <li>1. When you have completed all of the training and testing 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. Your instructor will email the bookstore verifying you are eligible to take an exam.</li> <li>2. <b>Go to the bookstore to receive a voucher.</b></li> <li>3. 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>4. Go to the bookstore to receive a voucher.</li> <li>5. Remember to take two forms of identification with you on your scheduled appointment.</li> </ol>

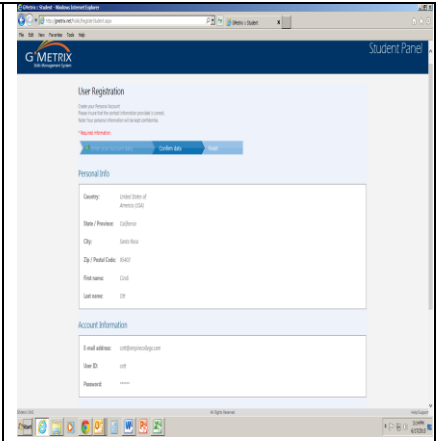
# CMN320A—Word Certification GMetrix Instructions



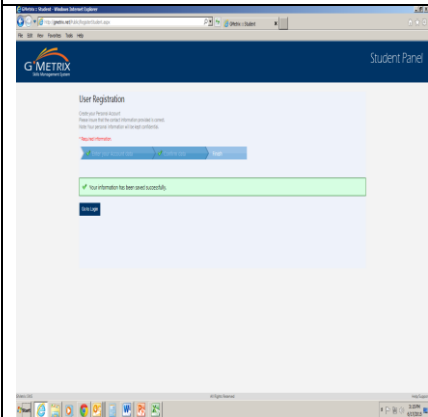
- Go to [www.gmetrix.net](http://www.gmetrix.net). Click on sign up now. Make sure your computer has the 2013 version of the software for this class.



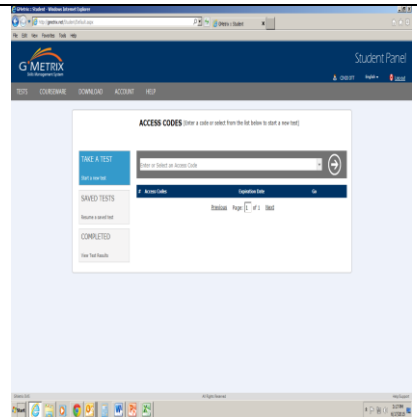
- Complete the registration form.



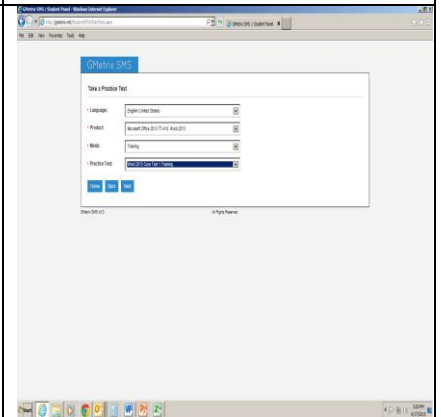
- Write down your username and password from the confirm data page.



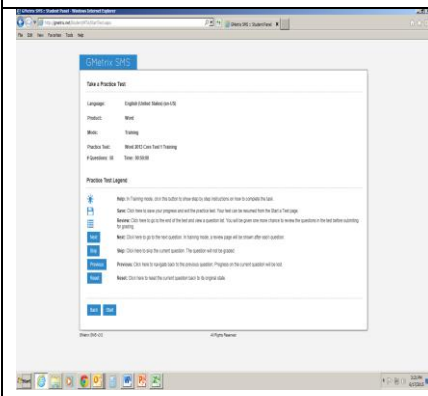
- When you see this page, click on Go to Login using the username and password you created.



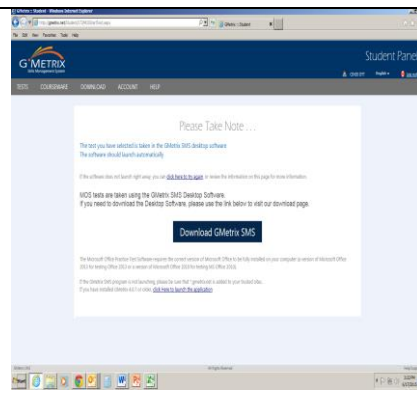
- Enter your access code



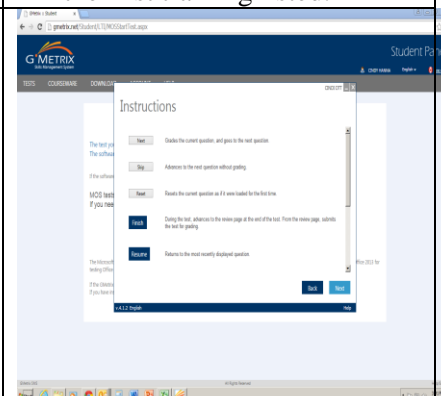
- Enter your Microsoft 2013 product (Word, Word, PowerPoint, or Outlook) and the Training mode to select the first training listed.



- Read the instructions and follow the steps to proceed with your training.



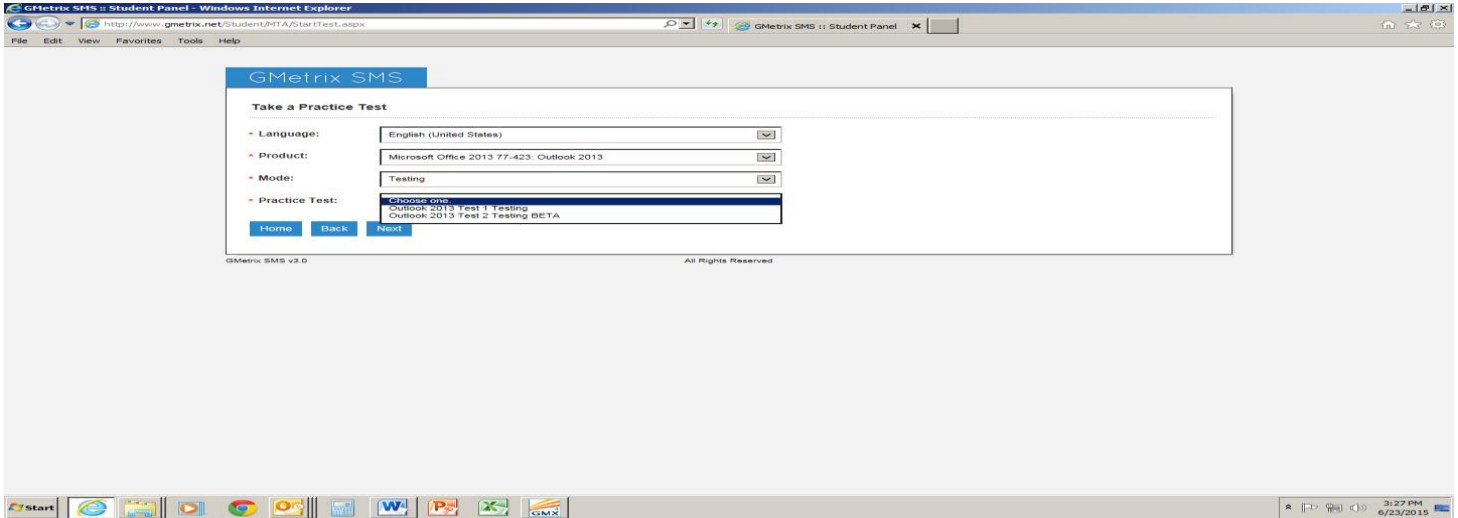
- If the software doesn't load automatically, please download it as requested.



- Please see your instructor if you need additional assistance.

# GETTING STARTED

- **Select your product and version** — Microsoft Office 2013 Word, Excel, PowerPoint or Outlook (2013 version)
- **Select your mode** — Training (or Testing after you have completed the Training)
- **Select your Training** by number — **the first assignment will be Word 2013 Core Skill Review 1 Training**
- Begin each training and follow it with the corresponding testing.



**When training, click on the lightbulb for step-by-step instructions.**

Last Name	First Name	Position	ID	Job Knowledge	Reliability	Interpersonal
Able	Kane	Product Manager	64931	3	3	2
Barnard	Jacob	Customer Service Rep	61498	4	3	4
Berman	Stacey	Sales Associate	50432	4	4	4
Bluth	Michael	Sales Associate	42268	3	2	2
Certo	Nuccio	Marketing Director	12928	1	1	1
Davis	Pat	Receptionist	18978	5	3	4
Delmonte	Aaron	Receptionist	84062	3	3	3
Derrick	Lucia	Developer	54111	3	4	4
Easton	Susan	Customer Service Rep	75880	4	5	5
Feingold	Barbara	Customer Service Rep	44797	5	2	5
Festivus	Kramer	Developer	12729	2	2	4
Giles	James	Office Manager	72044	2	3	3
Hamilton	Stephanie	Developer	38257	4	4	5
Hanson	Karl	Marketing	54479	3	2	4
Hart	Kevin	Marketing	44642	3	3	3
Hickey	Dwight	Developer	17267	3	3	3
Holliday	Buddy	Sales Associate	23904	3	3	2
Huggins	Robert	Developer	39377	4	3	4
Lemuel	Laurence	Sales Associate	67841	4	4	4
Messerly	Susan	Customer Service Rep	33130	3	2	2
Moore	Robert	Marketing	14993	1	1	1
Nanson	Stuart	Developer	21721	5	3	4
Poznan	Carole	Quality Assurance Manager	19515	3	3	3
Rangel	Ivan	Receptionist	56464	3	4	4

1. Apply a conditional formatting to the values in columns E, F, and G. Apply a yellow fill to any cells with a value equal to 5.  
2. Filter the data so that only the people with the position Developer are displayed.

## Word Certification Preparation — Weekly Schedule

This class is designed to prepare for Microsoft Word certification. Please read all instructions before beginning the class.

	Assignment	Complete	
Week 1	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p><a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p>	<p style="text-align: center;"><b>Assignment 1</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 1 Training</b> followed by the Word 2013 Core <b>Practice Exam 1 Training</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>	
Week 2	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p><a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p>	<p style="text-align: center;"><b>Assignment 2</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 1 Testing</b> followed by the Word 2013 Core <b>Practice Exam 1 Testing</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>	
Week 3	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p><a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p>	<p style="text-align: center;"><b>Assignment 3</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 2 Training</b> followed by the Word 2013 Core <b>Practice Exam 2 Training</b>.</li> <li>• The scores must be 85 percent or better</li> </ul>	
Week 4	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p><a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p>	<p style="text-align: center;"><b>Assignment 4</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 2 Testing</b> followed by the Word 2013 Core <b>Practice Exam 2 Testing</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>	
Week 5	<p>Use the GMetrix software to complete the training and testing. Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.</p> <p><a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p>	<p style="text-align: center;"><b>Assignment 5</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 3 Training</b> followed by the Word 2013 Core <b>Practice Exam 3 Training</b>.</li> </ul> <p>The scores must be 85 percent or better</p>	

	<p><b>Use the GMetrix software to complete the training and testing.</b> Use your books and online help to research and study the concepts. The following link will take you to the exam objectives.  <a href="https://www.microsoft.com/learning/en-us/exam-77-418.aspx">https://www.microsoft.com/learning/en-us/exam-77-418.aspx</a> 2</p> <p>Schedule and take the Microsoft Word exam after you have successfully completed all the training and testing with at least 85 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives attached as listed on the Microsoft site.</p>	<p style="text-align: center;"><b>Assignment 6</b></p> <ul style="list-style-type: none"> <li>• Complete Word 2013 Core <b>Skill Review 3 Testing</b> followed by the Word 2013 Core <b>Practice Exam 3 Testing</b>.</li> <li>• The scores must be 85 percent or better.</li> </ul>	
Week 6	<p>Use the GMetrix 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. Study for the certification test and prepare to schedule the test.</p> <ul style="list-style-type: none"> <li>• <b>Print a copy of your GMetrix scores and give them to your instructor</b></li> <li>• <b>After your instructor verifies that you have successfully completed all of the assignments with the required scores, he or she will email the bookstore.</b></li> <li>• <b>Vouchers will not be issued without an email from an instructor.</b> <ul style="list-style-type: none"> <li>• You will need to go to the bookstore to receive a voucher to take your exam.</li> <li>• You will need to register at Certiport.com as a test taker before the exam.</li> <li>• Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs.</li> <li>• The test will take longer than one class period. (Remember to take two forms of identification with you on your scheduled appointment.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>When you have successfully completed all of the assignments on this syllabus, print a copy of your scores and give them to your instructor. You must submit these scores before an email will be issued by your instructor for you to receive a testing voucher.</b></li> <li>• <b>These must be submitted to the grader in addition to your test score to receive a grade.</b></li> </ul> <p>Prepare and study for the exam. After your instructor has emailed the bookstore, you may purchase an exam voucher and schedule your test.</p> <p>This is a week to study for the certification exam and schedule the test.</p>	
	<p>Take and pass the Microsoft 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.</p> <p><b>Make sure your instructor has a copy of your GMetrix scores.</b></p> <p><b>You will not receive a voucher to schedule a test until the software scores are verified.</b></p> <p><b>You will not receive a grade for the class until the MOS testing scores have been given to your instructor who will submit them with your GMetrix scores to the grader.</b></p>	<p style="text-align: center;"><b>Assignment 7</b></p> <p>Schedule, take, and pass the Microsoft Word exam after you have successfully completed the assignments, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.</p> <p><b>You will not receive a grade for the class until the MOS testing scores have been given to your instructor who will submit them with your GMetrix scores to the grader.</b></p>	

# Word 2013 — Exam 77-418

## Skills Measured

This exam measures your ability to accomplish the technical tasks listed below.

**Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.**

### [Create and manage documents](#)

- Create a document
  - Creating new blank documents, creating new documents using templates, importing files, opening non-native files directly in Word, opening a PDF in Word for editing
- Navigate through a document
  - Searching for text within document, inserting hyperlinks, creating bookmarks, using Go To
- Format a document
  - Modifying page setup, changing document themes, changing document style sets, inserting simple headers and footers, inserting watermarks, inserting page numbers
- Customize options and views for documents
  - Changing document views, using zoom, customizing the quick access toolbar, customizing the ribbon, splitting the window, adding values to document properties, using show/hide, recording simple macros, assigning shortcut keys, managing macro security
- Configure documents to print or save
  - Configuring documents to print, saving documents in alternate file formats, printing document sections, saving files to remote locations, protecting documents with passwords, setting print scaling, maintaining backward compatibility

#### Preparation resources

- [Basic tasks in Word 2013](#)
- [Create your first Word 2013 document \(training\)](#)
- [Move around in a document using the navigation pane](#)

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### [Format text, paragraphs, and sections](#)

- Insert text and paragraphs
  - Appending text to documents, finding and replacing text, copying and pasting text, inserting text via AutoCorrect, removing blank paragraphs, inserting built-in fields, inserting special characters
- Format text and paragraphs
  - Changing font attributes, using find and replace to format text, using format painter, setting paragraph spacing, setting line spacing, clearing existing formatting, setting indentation, highlighting text selections, adding styles to text, changing text to WordArt, modifying existing style attributes
- Order and group text and paragraphs
  - Preventing paragraph orphans, inserting breaks to create sections, creating multiple columns within sections, adding titles to sections, forcing page breaks

#### Preparation resources

- [Insert fields](#)
- [Copy formatting using the format painter](#)
- [Add a page break](#)

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### [Create tables and lists](#)

- Create a table
  - Converting text to tables, converting tables to text, defining table dimensions, setting AutoFit options, using quick tables, establishing titles
- Modify a table
  - Applying styles to tables, modifying fonts within tables, sorting table data, configuring cell margins, using formulas, modifying table dimensions, merging cells
- Create and modify a list
  - Adding numbering or bullets, creating custom bullets, modifying list indentation, modifying line spacing, increasing and decreasing list levels, modifying numbering

**Preparation resources**

- [Insert a table](#)
- [Convert text to a table or a table to text](#)
- [Change bullet style](#)

**[Apply references](#)**

- Create endnotes, footnotes, and citations
  - Inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles
- Create captions
  - Adding captions, setting caption positions, changing caption formats, changing caption labels, excluding labels from captions

**Preparation resources**

- [Add footnotes and endnotes](#)
- [Create a bibliography](#)
- [Add captions in Word](#)

**[Insert and format objects](#)**

- Insert and format building blocks
  - Inserting quick parts, inserting textboxes, utilizing building locks organizer, customizing building blocks
- Insert and format shapes and SmartArt
  - Inserting simple shapes, inserting SmartArt, modifying SmartArt properties (color, size, shape), wrapping text around shapes, positioning shapes
- Insert and format images
  - Inserting images, applying artistic effects, applying picture effects, modifying image properties (color, size, shape), adding quick styles to images, wrapping text around images, positioning images

**Preparation resources**

- [Quick parts](#)
- [Change the color of a shape, shape border, or entire SmartArt graphic](#)
- [Move pictures or clip art](#)

<h1>Schedule of Assignments CMN320A</h1>
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	Word 2013 Core Skill Review 1 Training	
	Word 2013 Core Practice Exam 1 Training	
	Word 2013 Core Skill Review 1 Testing	
	Word 2013 Core Practice Exam 1 Testing	
	Word 2013 Core Skill Review 2 Training	
	Word 2013 Core Practice Exam 2 Training	
	Word 2013 Core Skill Review 2 Testing	
	Word 2013 Core Practice Exam 2 Testing	
	Word 2013 Core Skill Review 3 Training	
	Word 2013 Core Practice Exam 3 Training	
	Word 2013 Core Skill Review 3 Testing	
	Word 2013 Core Practice Exam 3 Testing	
	<ul style="list-style-type: none"> <li>• A printout of the above trainings and testings must be submitted to the instructor who will verify the assignments have met the 85 percent or above passing rate.</li> <li>• The instructor will send an email to the bookstore and cc the student so the student will be eligible to purchase a MOS testing voucher.</li> <li>• The student's name and class name and number must be in the subject line.</li> <li>• To receive a grade for the class, the grader must receive the printout of the trainings and testings approved by the instructor and a copy of the MOS exam results.</li> <li>• Grades will not be posted without this information.</li> </ul>	