

Microsoft Office Word 2003: Comprehensive Course

Course Preparation Document

Microsoft Office Word 2003: Comprehensive is certified as approved courseware for both the Microsoft Office Word 2003 and Microsoft Office Word 2003 Expert exams of the Microsoft Office User Specialist program. This document helps you prepare to teach a course with this textbook.

Instructor Resources

Labyrinth Publications provides an Instructor Support CD-ROM that contains the instructor support materials for all of our Office 2003 titles. The CD-ROM is updated as necessary to include support for our latest titles. If the instructor support for a new title becomes available between CD-ROM releases, the material is posted to our Website at <http://labpub.com> in the *Instructor Support* section. To access the instructor support for any title, you must register for a *Login ID*. Once you have a Login ID and password, you can download the instructor support for any current Labyrinth title.

To receive an instructor support CD-ROM, contact your local sales representative or call 800.522.9746 and speak to a customer service representative. For technical questions regarding installation of our TestComposer™ for Word software or other technical questions about our products email us at custserv@labpub.com or contact a customer service representative.

Organization of Instructor Support Material



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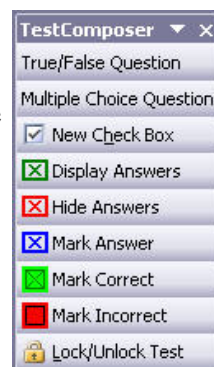
The instructor support material for this book is organized and accessed by its own Web-based interface. The interface describes each component and contains links to easily access the files. Simply double-click the `index.html` file in the instructor support materials folder or click the link on the CD-ROM.

About TestComposer and Test Banks

TestComposer

TestComposer is a custom Word template that includes macros, auto text, and an easy-to-use toolbar specifically for revising and creating tests. In addition to the template, there is an installation program to place the template into the appropriate folder for use with Word, a Quick Reference Guide, and a User Guide.

You can also use TestComposer to create your own test banks from scratch. TestComposer even allows you to conduct tests online, with marked answers visible for quick and easy grading.



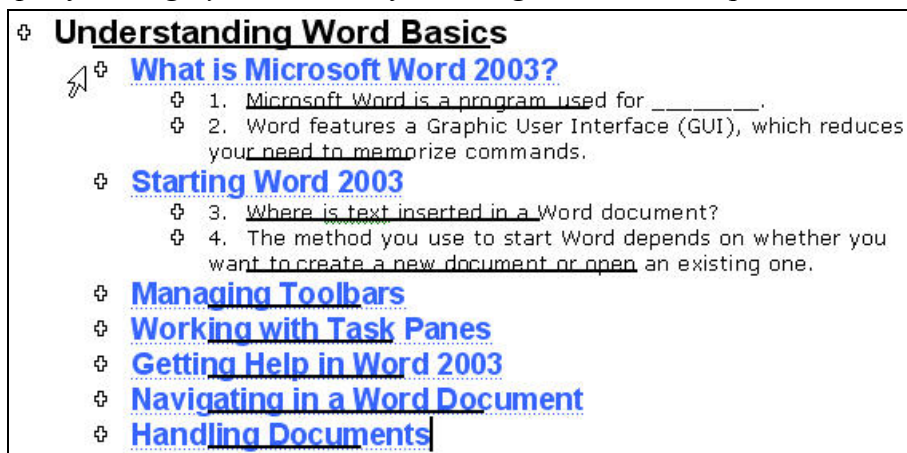
Test Banks

Test Banks contain a supplementary bank of True/False and Multiple Choice questions for use with Labyrinth Publications TestComposer template. You can customize these test banks by adding, deleting, and revising questions using familiar Word commands and TestComposer's custom toolbar (see above).

The Test Bank folder contains two types of tests:

- **Unit-Level Tests** contain test questions drawn from all lessons in a unit with at least five questions per lesson. All questions are categorized by lesson, making it easy for you to add, delete, and modify questions based on a specific lesson. This test bank is useful for the creation of end-of-term tests.
- **Lesson Tests** each contain an average of 10 multiple choice and 5 true/false questions per lesson. All questions are categorized by the major topics in the lesson.

In Word's Outline view (View→Outline), you can zoom in on test questions for a specific category and see all of the categories and their questions in context.



Estimated Completion Time

The course length can vary considerably depending upon the number of end-of-lesson exercises completed. The following course time chart is an estimate of the time required to complete the entire book including all end-of-lesson exercises.

Lesson #	Concepts/ Hands-On	Concepts Review	Skill Builders	Assessments	<u>TOTALS</u>
Unit 1					
Lesson 1	1 hr 00 min	15 min	30 min	n/a	1 hr 45 min
Lesson 2	2 hrs 30 min	15 min	1 hr	30 min	4 hrs 15 min
Lesson 3	2 hrs 45 min	15 min	40 min	20 min	4 hrs 00 min
Lesson 4	2 hrs 45 min	15 min	45 min	30 min	4 hrs 15 min
Lesson 5	2 hrs 45 min	15 min	35 min	40 min	4 hrs 15 min
Lesson 6	1 hr 45 min	15 min	1 hr	30 min	3 hrs 30 min
Unit 2					
Lesson 7	2 hrs 30 min	15 min	40 min	20 min	4 hrs 00 min
Lesson 8	1 hr	15 min	45 min	20 min	2 hrs 20 min
Lesson 9	2 hrs 30 min	15 min	30 min	20 min	3 hrs 30 min
Lesson 10	2 hrs 45 min	15 min	45 min	30 min	4 hrs 15 min
Lesson 11	2 hrs 30 min	15 min	45 min	30 min	3 hrs 00 min
Lesson 12	2 hrs 45 min	15 min	45 min	30 min	4 hrs 15 min
Unit 3					
Lesson 13	2 hrs 30 min	15 min	45 min	30 min	4 hrs 00 min
Lesson 14	2 hrs 45 min	15 min	45 min	30 min	4 hrs 15 min
Lesson 15	2 hrs 30 min	15 min	45 min	30 min	4 hrs 00 min
Lesson 16	2 hrs 30 min	15 min	45 min	30 min	4 hrs 00 min
Lesson 17	3 hrs 00 min	15 min	1 hr	30 min	4 hrs 45 min
Lesson 18	3 hrs 00 min	15 min	1 hr	30 min	4 hrs 45 min
Total:					69 hrs 05 min

Computer Lab Setup

Hardware and Software Requirements

A complete installation of Microsoft Word 2003 should be performed prior to beginning this course. This will insure that all add-in and options are installed. However, the book is written with the assumption that only a standard installation has been performed.

Network Requirements

Students may need Internet access to perform certain exercises. Otherwise, there are no network requirements for this book.

Student Learning Resources Web Page

The <http://labpub.com/learn/word03> Website provides links to various learning resources. The site contains links to:

- PowerPoint presentations (online, in Web page format)
- Web-based simulations (WebSims)
- Other files and images used in various lessons

No passwords or usernames are required and students are given specific exercise instructions for opening this Web page.

File Storage Location Information

This book uses the phrase “your file storage location” when referring to where students should open and save their files. Students are instructed to refer to the book’s appendix for more information. You may want to remind your students of this during the first class session.

Types of Exercises

The book contains four types of exercises that challenge students and reinforce the concepts and topics. The various exercise types are discussed below.

Hands-On Exercises

Hands-On exercises are found in the main part of each lesson. These exercises give the students very detailed in-depth instruction. Hands-On exercises occur immediately after new features are introduced, so the student gets immediate practice and working knowledge of the feature. Hands-On exercises contain detailed explanations and “hold the student’s hand” as they learn the new features. The students are told exactly what to do, what to look for, and why they are doing it.

Skill Builder Exercises

Skill Builder exercises follow the Concept Review questions. Skill Builders continue to guide the student and provide instruction; however, they do not have the level of “hand holding” and explanation that Hands-On exercises have. Major topics are not introduced in Skill Builders. However, Skill Builders may show the student various approaches and introduce parts of a feature that were not discussed in the Hands-On exercises. Skill Builders give the students plenty of practice and prepare them for the Assessment exercises. A typical lesson has between three and six Skill Builders.

Assessment Exercises

As the name implies, Assessment exercises are for assessment purposes. Assessment Exercises provide a minimum amount of explanation as the student is supposed to have mastered the feature by that point. A typical lesson has two or three Assessments.

Critical Thinking Exercises

Critical Thinking exercises give students the opportunity to apply their new skills to tackle a real-world task. The instructions give the students a scenario and a task to perform or a problem to solve. Details on how to perform the task are kept to a minimum, requiring students to apply what they have learned to new situations.