Program :	**Diploma in Commercial Practice**
Course Code : **2148**	Course Title: **Word Processing (Open office writer based) II**
Semester : **2**	Credits: **4**
Course Category: **Basic Technology Course**	
Periods per week: **4 (L:0, T:0, P:4)**	Periods per semester: **60**

Course Objectives:

- To identify word processing terminology and concepts.
- To create technical documents, format and edit documents.
- To provide practical knowledge in word processing open office writer-basedpackage.

Course Prerequisites:

Topic	Course code	Course name	Semester
Fundamentals of Word processing		Word Processing	1

Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Use Microsoft Word tools to improve workflow and add advance formatting.	10	Applying
CO2	Formatting text and speed practice.	15	Applying
CO3	Utilize the functions of tables and mail merge.	16	Applying
CO4	Construct index and bibliography.	17	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1				3			
CO2				3			
CO3				3			
CO4				3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	**Use Microsoft Word tools to improve workflow and add advance formatting.**		
M1.01	Develop typing speed to attain @ 30 wpm.	3	Applying
M1.02	Plan to perform typing speed @ 35 wpm.	3	Applying
M1.03	Make use offootnote and endnote, insert comment.	2	Applying
M1.04	Apply tracking changes to a document.	2	Applying

Contents:

Practice speed @ 35 WPM – Insert Footnote – Endnote – Insert Comment – Delete comment – Track Changes – Record Changes – Accept changes – Reject changes - Speed Practice.

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO2	**Formatting text and speed practice.**		
M2.01	Apply formatting pages.	3	Applying
M2.02	Constructheader and footer, page numbering.	2	Applying
M2.03	Applying styles, insert shapes.	2	Applying
M2.04	Utilize graphics (images) in writer.	2	Applying
M2.05	Develop speed practice to attain speed in both computer and typewriter.	6	Applying
	Series Test – I	1	

Contents:

Page Formatting – Margins - Orientation – Page Size – Columns – Page Breaks – Page colour – Borders - Header – Footer – Page Numbering – Styles – Insert basic Shapes – Insert Images – Change image size – Rotate – Align – Crop – Move – Text Wrapping - Speed practice.

CO3	Utilize the functions of tables andmail merge.		
M3.01	Choose table menu to insert table and formatting of a Table.	4	Applying
M3.02	Develop working with templates.	2	Applying
M3.03	Make use of mail merge to form letters, print envelop and labels.	4	Applying
M3.04	Develop speed practice in computer and typewriter.	6	Applying

Contents:

Tables – Insert table – Format table – Insert Row - Insert Columns – Merge – Split – Delete – Text Direction –Table properties – Nested Tables – Create Templates – Organise Template - Save as Template– Set as Default Page – Mail merge – Address data base - creating and registering data source – Mail Merge Wizard – Envelop – Labels – Speed practice.

CO4	Construct index and bibliography.		
M4.01	Plan to createtable of contents.	2	Applying
M4.02	Construct alphabetical index.	1	Applying
M4.03	Utilize bibliographic database.	2	Applying
M4.04	Develop working with master documents.	1	Applying
M4.05	Identify working with fields, create macro.	2	Applying
M4.06	Choosekeyboard shortcuts forwriter.	1	Applying
M4.07	Develop speed practice @ 40 wpm in Computer.	2	Applying
M4.08	Open ended experiments.	6	Applying
	Series Test – II	1	

Contents:

Table of Contents – Alphabetical Index – Bibliographic Data base – Master documents - styles and master document – Working with Fields - using fields in headers and footers - Editing Master document - Create Macro – Record Macro – Edit Macro – Assign Keyboard shortcuts for Macro-Keyboard shortcuts – Speed Practice @ 40 wpm

Text / Reference:

T/R	Book Title/Author
T1	Christopher N. Cain and Riley W. Walker. *OpenOffice Writer.* Quantum Scientific Publishing.
T2	Kerie Hinchliffe.How to Use Open Office Writer.
T3	OpenOffice.org Writer Guide

Online Resources:

Sl.No	Website Link
1	https://www.openoffice.org/support/books.html
2	https://en.wikibooks.org/wiki/OpenOffice.org/Writer
3	https://www.openoffice.org/documentation/HOW_TO/word_processing
4	https://wiki.openoffice.org/.../Writer_Guide/Starting_Writer