

**Miami-Dade Community College**  
**OST 2760 - ADVANCED WORD PROCESSING**

Course Description: In this course the student will be learning advanced functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, advanced functions, and advanced applications using the Windows, the disk operating system. The student will also be required to complete lab assignments.

*3 Credits*

Prerequisite: OST 1100, OST 1741

Corequisite: OST 2760L

Course Competencies:

**Competency 1:** The Student will perform advanced functions of word processing by

- a. opening files and applying functions to the files.
- b. creating files and applying functions to the files.

**Competency 2:** The Student will create advanced word processing documents by

- a. keying tables, including formulas, speedformats, and border/fill in the appropriate format using the necessary functions.
- b. keying newspaper and parallel columns in the appropriate format using the necessary functions.
- c. keying form and data files for merging documents in the appropriate format using the necessary functions.
- d. keying and manipulating outlines in the appropriate format using the necessary functions.
- e. inserting clipart and manipulating graphics using graphic elements such as TextArt, horizontal and vertical lines, and DropCaps.
- f. using special formatting features such as changing paper size and creating labels and envelopes.

**Competency 3:** The Student will manage files on a student disk by

- a. saving and opening files on a disk
- b. making and using new folders
- c. cutting, copying, and pasting files
- d. deleting and renaming files and folders

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.