INF 1030 – Word Processing - Outline

Word Processing is a very important skill in today's computer driven culture. Throughout this module you will learn to effectively use Microsoft Word to create and edit documents. You will begin with a number of assignments to hone your formatting skills. You will then complete a number of real-world assignments to help you once you leave high school.

Grades for the module will be assigned as follows:

Workstation Routines and Behaviour	10%	This portion of the module is based on behavior, time spent on-task, and overall workstation habits. Basically make sure you are doing your work and keeping your station clean and organized.
Assignments	60%	These assignments must all be completed. Marks will be awarded for accuracy and completeness.
Final Newsletter Project	30%	This project will demonstrate your understanding and proficiency using Microsoft Word. This project will include a minimum of three printed pages.