**Mustansiriyah University**

**College of Pharmacy**

**Department of Clinical Laboratory Sciences**

Title of the course: Computer Sciences

Level: 1st Stage, 2nd Semester

Credit hours: Laboratory 1 hour

Tutors: Lecturer Assistant Hussein Al-sheakh, Ph.D. and Lecturer Assistant Mr. Mohammed Nsaif

Reference text: Microsoft Word 2016 – Step by Step by Joan Lambert, publisher Microsoft Press 2015, ISBN: 978-0-7356-9777-5

**Objective:**

this class will be given an overview of the different features of Microsoft Word. Students will learn to use Microsoft Word to produce professional-looking documents. Features included are typing, formatting, editing, document spacing, margins, page numbering and saving a document.

**Learning Outcomes:**

Examine word processing concepts and explore the Microsoft Office Word environment.

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| **Subject**  | **Weeks** |
| Word basics | 1 |
| Create and manage documents part 1 | 2 |
| Create and manage documents part 2 | 3 |
| Enter and edit text | 4 |
| Modify the structure and appearance of text | 5 |
| Organize information in columns and tables | 6 |
| Add simple graphic elements | 7 |
| Insert and modify diagrams | 8 |
| Insert and modify charts | 9 |
| Add visual elements | 10 |
| Organize and arrange content | 11 |
| Reference content and content sources | 12 |
| Merge data with documents and labels | 13 |
| Create custom document elements | 14 |
| If we have time, we may start learning Chemsketch. | 15 |

**At the end of this semester, I expect students able to:**

* Create a new document.
* Open, save and print a document.
* Edit and format text.
* Change the page layout, background and borders.
* Insert headers and footers.
* Insert and edit tables.
* Insert clip art and pictures into documents.
* Perform a mail merge.
* Work with Text
* Format Documents
* Work with Text Objects
* Work with References
* Work with Illustrations
* Specialized Documents

**Grade**

Final exam %70

Coursework %30 (%15 Mid-term exam + %3 attendance + %2 participation + %5 Quizzes + %5 assignments)