

# Design Document

## *Creating Styles in Microsoft Word*

<b>Course Structure</b>	<b>Discussed ideas/takeaways</b>
<b><i>Business Purpose</i></b>	<p>CNJ Technology (fictitious company) creates many technical Microsoft Word documents for their clients. Currently, the format for these documents have been inconsistent.</p> <p>The benefit for using the Style “templates and add-ins” feature is to save time creating cohesive technical documents for our clients. A style is a set of formatting characters that can be applied to text, tables, and lists in the documents to quickly change their appearance.</p>
<b><i>Business Goal</i></b>	<p>CNJ Technology will use the Style template in Microsoft Word to increase the consistency of documents provided to their clients.</p>
<b><i>Target Audience</i></b>	<p>Engineers/Technical Writers/Administrative Assistants</p>
<b><i>Training Time</i></b>	<p>10 minutes</p>
<b><i>Training Recommendation</i></b>	<ul style="list-style-type: none"><li>• eLearning module<ul style="list-style-type: none"><li>○ A short video on creating the new style</li><li>○ Complete a try it section on creating the new style</li></ul></li><li>• Assessment Questions<ul style="list-style-type: none"><li>○ Create and apply Styles in a Microsoft Word document</li></ul></li><li>• Job Aid to reference the steps</li></ul>
<b><i>Deliverables</i></b>	<ul style="list-style-type: none"><li>• Design Document</li><li>• Storyboard</li><li>• 1 eLearning Course<ul style="list-style-type: none"><li>○ Developed in Articulate Storyline 360</li><li>○ Includes voice over narration</li></ul></li><li>• Video developed in Camtasia</li><li>• Job Aid</li></ul>
<b><i>Intended Outcomes (Learning Objectives)</i></b>	<p>By the end of the module, the learner will be able to:</p> <ul style="list-style-type: none"><li>○ Identify the Styles menu</li><li>○ Create a new style</li><li>○ Apply the new style in a document</li></ul>

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<b><i>Training Outline</i></b>	<ul style="list-style-type: none"><li>• Introduction<ul style="list-style-type: none"><li>○ Welcome</li><li>○ Navigation tour for the course</li><li>○ Overview to explain the course</li><li>○ Objectives</li></ul></li><li>• Create a new style<ul style="list-style-type: none"><li>○ Short video explaining how to create a new main heading style.</li><li>○ Try it section for the learner to create a main heading.</li></ul></li><li>• Summary</li><li>• Assessment Questions<ul style="list-style-type: none"><li>○ 6 interactive questions to verify the learner is able to create and apply styles in a document.</li></ul></li><li>• Conclusion/Thank you<ul style="list-style-type: none"><li>○ Job aid</li></ul></li></ul>
<b><i>Evaluation Plan</i></b>	<ul style="list-style-type: none"><li>• Feedback given in Try It Section<ul style="list-style-type: none"><li>○ If correct, learner will advance to next question</li><li>○ If incorrect, learner will be prompted to try again</li></ul></li><li>• Assessment Questions (will need to score an 80% to pass.)<ul style="list-style-type: none"><li>○ 3 multiple choice questions</li><li>○ 3 apply questions</li></ul></li></ul>