

Microsoft Office | Word

Microsoft Word is a text document editor that helps you create reports and publications. Students often use it to submit essay type assignments to be marked.

How are Acadia Professors using it?

Professors are using Word to do mail merges to return student marks.

Faculty use the styles to do reports and conference publications because it makes it easy to do changes and ensures that their long documents are kept in the correct format.

They use the summary tool in Word to create abstracts for publications and documents by either creating an abstract, or highlighting important points within the document.

Faculty create course outlines in Word then publish them to the web to make the course outline available to students.

They use the track changes/comments feature to help mark student papers electronically and then they return the student papers with the saved changes using ACME or Plato.