

Student Name \_\_\_\_\_

High School or Vocational Center \_\_\_\_\_

### COMPETENCY RECORD FOR ARTICULATION

#### Baker College of Muskegon

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed. Software – Microsoft Word Professional 2007

#### INF112 WORD PROCESSING

Task	Satisfactory	Unsatisfactory
Setting up and customizing the word processing/software environment including:		
a. locating, opening, maximizing, sizing, and/or closing the Word program and documents		
b. finding, displaying, and manipulating buttons, views, tabs for menus, panes, ribbons, and toolbars		
c. creating, naming, renaming, locating, saving, deleting, and/or backing up document files to storage media		
d. previewing and printing a document		
e. viewing and/or changing Word options		
Formatting text including:		
a. changing font, size, and/or typeface		
b. applying bold, italic, and/or underlining		
c. selecting blocks of text		
d. cutting, copying, moving, and/or pasting blocks of text		
e. copying formats		
f. inserting symbols		
Formatting paragraphs including:		
a. manipulating paragraph structure and word wrapping		
b. changing margins and line spacing		
c. using right, left, center, and/or hanging indents		
d. setting tabs		
Formatting single and multi-page documents at an introductory level including:		
a. using page set-up options		
b. inserting section and/or page breaks		

Task	Satisfactory	Unsatisfactory
c. creating headers and/or footers		
d. inserting page numbers		
e. using style features		
f. inserting information from another document		
Applying Word features such as the following to promote efficiency, accuracy, consistency, and/or security in document preparation:		
a. Help		
b. Spelling Check and Thesaurus		
c. Format Painter		
d. Find and Replace		
e. AutoCorrect/AutoText		
f. Quick Buttons/Shortcut Keys		
Inserting, sizing, and aligning objects such as the following into a document:		
a. symbols		
b. dates and times		
c. Clip Art		
d. simple tables		
e. numbered or bulleted lists and/or outlines		
Combining and applying multiple tasks to modify and/or create real-life word processing applications.		

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_