



Student Name _____

School / Training Facility _____

**ARTICULATION COMPETENCY RECORD
Baker College**

Please check below each skill the student has mastered with a minimum of 80 percent accuracy.

WPG224 Advanced Document Processing

Task		Satisfactory	Unsatisfactory
1.	Type a minimum of 45 gross words per minute, using the touch method, with no more than a maximum of five errors on five 5-minute timings. The grading scale is:		
	55+ = A		
	50-54 = B		
	45-49 = C		
	41-44 = D		
2.	Demonstrate ability to format reports with styles, footnotes, and endnotes.		
3.	Create a report with different page number formats.		
4.	Create a report with a Table of Contents and Index.		
5.	Apply advanced graphic applications to reports, newsletters, letterheads, and other Word documents using custom themes, backgrounds, and text boxes.		
6.	Use the customization features for toolbars and menus.		
7.	Create and use forms.		
8.	Apply styles.		
9.	Modify templates.		
10.	Create master documents and subdocuments.		
11.	Model teamwork skills to collaboratively write and edit a document.		
12.	Use comments to track changes in a document.		
13.	Protect important or private information from being accessed by unauthorized users.		

Teacher signature _____ Date _____