![Description: C:\Documents and Settings\mlatne01\Local Settings\Temporary Internet Files\Content.IE5\MR2BM3QF\Baker-Seal_v2[1].jpg]()

Enter Student Name

Enter School / Training Facility

**ARTICULATION COMPETENCY RECORD**

**Baker College**

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

**INF112 Word Processing**

|  |  |  |
| --- | --- | --- |
| **Task** | **Satisfactory** | **Unsatisfactory** |
| 1. | Setting up and customizing the word processing/software environment including: |  |  |
|  | a. | locating, opening, maximizing, minimizing, sizing, and/or closing the Word program and documents. |[x] [ ]
|  | b. | finding, displaying, and manipulating buttons, views, tabs for menus, panes, ribbons, and toolbars. |[x] [ ]
|  | c. | creating, naming, renaming, locating, saving, deleting, and/or backing up document files to storage media |[x] [ ]
|  | d. | previewing and printing a document. |[x] [ ]
|  | e. | viewing and/or changing Word options. |[x] [ ]
| 2. | Formatting text including: |  |  |
|  | a. | changing font, size, and/or type face. |[x] [ ]
|  | b. | applying bold, italic, and/or underlining. |[x] [ ]
|  | c. | selecting blocks of text. |[x] [ ]
|  | d. | cutting, copying, moving, and/or pasting blocks of text. |[x] [ ]
|  | e. | copying formats. |[x] [ ]
|  | f. | inserting symbols. |[x] [ ]
| 3. | Formatting paragraphs including: |  |  |
|  | a. | manipulating paragraph structure and word wrapping.  |[x] [ ]
|  | b. | changing margins and line spacing. |[x] [ ]
|  | c. | using right, left, center, and/or hanging indents. |[x] [ ]
|  | d. | setting tabs. |[x] [ ]
| 4. | Formatting single and multi-page documents at an introductory level including: |  |  |
|  | a. | using page set-up options. |[x] [ ]
|  | b. | inserting section and/or and page breaks. |[x] [ ]
|  | c. | creating headers and/or footers. |[x] [ ]
|  | d. | inserting page numbers. |[x] [ ]
|  | e. | using style features. |[x] [ ]
|  | f. | inserting information from another document. |[x] [ ]
| 5. | Applying Word features such as the following to promote efficiency, accuracy, consistency, and/or security in document preparation: |  |  |
|  | a. | Help |[x] [ ]
|  | b. | Spell Check and Thesaurus |[x] [ ]
|  | c. | Format Painter |[x] [ ]
|  | d. | Find and Replace |[x] [ ]
|  | e. | AutoCorrect/AutoText |[x] [ ]
|  | f. | Quick Buttons/Short Cut keys |[x] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| 6. | Inserting, sizing, and aligning objects such as the following into a document: |  |  |
|  | a. | symbols |[x] [ ]
|  | b. | dates and times |[x] [ ]
|  | c. | Clip Art |[x] [ ]
|  | d. | simple tables |[x] [ ]
|  | e. | numbered or bulleted lists and/or outlines |[x] [ ]
| 7. | Combining and applying multiple tasks to modify and/or create real-life word processing applications. |[x] [ ]

Teacher signature Enter Date