

Enter Student Name

Enter School / Training Facility

**ARTICULATION COMPETENCY RECORD**

**Baker College**

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

**INF112 Word Processing**

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| **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. |  |  |
|  | 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. |  |  |
| 2. | Formatting text including: | |  |  |
|  | a. | changing font, size, and/or type face. |  |  |
|  | 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. |  |  |
| 3. | 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. |  |  |
| 4. | Formatting single and multi-page documents at an introductory level including: | |  |  |
|  | a. | using page set-up options. |  |  |
|  | b. | inserting section and/or and page breaks. |  |  |
|  | c. | creating headers and/or footers. |  |  |
|  | d. | inserting page numbers. |  |  |
|  | e. | using style features. |  |  |
|  | f. | inserting information from another document. |  |  |
| 5. | Applying Word features such as the following to promote efficiency, accuracy, consistency, and/or security in document preparation: | |  |  |
|  | a. | Help |  |  |
|  | b. | Spell Check and Thesaurus |  |  |
|  | c. | Format Painter |  |  |
|  | d. | Find and Replace |  |  |
|  | e. | AutoCorrect/AutoText |  |  |
|  | f. | Quick Buttons/Short Cut keys |  |  |

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| 6. | 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 |  |  |
| 7. | Combining and applying multiple tasks to modify and/or create real-life word processing applications. | |  |  |

Teacher signature Enter Date