

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Office Procedures I (BUS181C) – Document Formatting – 3 cr.
Using Microsoft Word 2007



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.

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Type alphabetic, numeric, and symbol keys by TOUCH method using correct keyboarding techniques		
Type a 2 minute timed writing at 32+ wpm (no more than 2 errors) Average 2-minute timing Speed _____ Errors _____		
Proofread documents to find errors – 100% accuracy		
Manipulate the Word environment including:		
Locating, opening, maximizing, minimizing, and closing Word on a Windows desktop		
Creating, naming, renaming, locating, saving and deleting Word files		
Displaying and using buttons, views, tabs, panes, ribbons, groups, and menus		
Enter and manipulate text including:		
Insert and delete text		
Use wordwrap		
Selecting blocks of text		
Cutting, copying, pasting, and moving blocks of text		
Use cursor movement keys		
Demonstrate the ability to do basic formatting including:		
Use bold, italics, and underline		
Change fonts, font sizes, and colors		
Demonstrate the ability to format paragraphs including:		
Reveal paragraph's formatting		
Change paragraph alignment		

Task	Satisfactory	Unsatisfactory
Indent paragraphs (left, right, hanging, first-line)		
Change line spacing		
Create a basic bulleted or numbered list (not customized)		
Create and modify tabs:		
Setting tabs (all types)		
Clearing tabs		
Print and setup documents including:		
Adjust margins		
Change page orientation		
Insert page numbers		
Preview documents		
Print documents		
Create, revise, and format tables including:		
Insert a table		
Navigate a table and enter data		
Adjust column widths and row heights		
Insert and delete columns and rows		
Merge and split cells		
Apply borders and shading		
Use tabs in tables		
Create formulas		
Create business letters with 100% accuracy:		
Format using block style		
Format using modified block style		
Identify the parts of a business letter		
Use open and mixed punctuation		
Create interoffice memorandums with 100% accuracy		
Create reports:		
Create unbound reports		
Create leftbound reports		
Create main, side, and paragraph headings (using Styles)		
Create a title page		
Create a reference page		

Task	Satisfactory	Unsatisfactory
Insert page numbering		
Demonstrate the ability to use special features including:		
Undo and redo		
Spelling and Grammar checker		
Thesaurus		
Find and Replace feature		
Use the clipboard		

Instructor's Signature _____ **Date** _____