

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Business Services and Technology

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 2010

BUS 180C
Introduction to Word Processing –Part I
(Using Microsoft Word 2010)
4 Credit Hours

Task	Satisfactory	Unsatisfactory
Chapter 1		
1. Creating a New Document		
2. Printing Documents		
3. Saving a Document with Save As		
4. Exiting Word		
5. Editing a Document		
6. Selecting Text		
7. Using the Undo and Redo Button		
8. Using Help		
9. Using Word Options to Change Defaults		
10. Adding Items to the Quick Access Bar		
11. Identifying Tabs, Ribbons, Groups, Office Button		
Chapter 2		
1. Changing Fonts		
2. Applying Styles from a Quick Styles Set		
3. Applying a Theme		
4. Changing Theme colors		
5. Adjusting Character Spacing		
Chapter 3		
1. Changing Paragraph Alignment		

Task	Satisfactory	Unsatisfactory
2. Indenting Text in Paragraphs		
3. Spacing Before and After Paragraphs		
4. Repeating the Last Action		
5. Formatting with Format Painter		
6. Changing Line Spacing		
7. Applying Numbering and Bullets		
8. Customizing format and placement of Bullets		
9. Using Reveal Formatting		
Chapter 4		
1. Inserting Paragraph Borders and Shading		
2. Sorting Text in Paragraphs		
3. Manipulating Tabs on the Ruler		
4. Manipulating Tabs at the Tabs Dialog Box		
5. Cutting, Copying, and Pasting Text		
6. Using the Paste Options Button		
7. Inserting Quick Parts		
Chapter 5		
1. Checking the Spelling and Grammar in a Document		
2. Displaying Word Count		
3. Using the Thesaurus		
4. Research and Requesting Information		
Chapter 6		
1. Changing the View		
2. Changing the Page Setup		
3. Inserting a Section Break		
4. Creating Columns-Using the Columns Dialog box		
5. Hyphenating Words		
6. Inserting Line Numbers		
Chapter 7		
1. Inserting Page Elements		
2. Inserting Predesigned Page Numbering		

Task	Satisfactory	Unsatisfactory
3. Inserting Predesigned Headers and Footers		
4. Finding and Replacing Text Formatting		
5. Using the Click and Type Feature		
6. Vertically Aligning Text		
Chapter 7		
1. Inserting Page Elements		
2. Inserting Predesigned Page Numbering		
3. Inserting Predesigned Headers and Footers		
4. Finding and Replacing Text and Formatting		
5. Using the Click and Type Feature		
6. Vertically Aligning Text		
Chapter 8		
1. Inserting Symbols and Special Characters		
2. Creating Drop Cap		
3. Inserting the Date and Time		
4. Inserting a File		
5. Navigating a Document-Document Map		
6. Inserting Hyperlinks		
7. Creating a Cross Reference		
Chapter 11		
1. Inserting an Image-through page 288		
2. Inserting and Customizing a Pull Quote		
3. Creating Smart Art and Hierarchy Charts		
Chapter 19		
1. Customizing Page Numbers		
2. Inserting Headers and Footers		
3. Inserting Headers/Footer for different pages and for different sections		
4. Printing Sections		
5. Keeping Text Together		
Chapter 13		

Task	Satisfactory	Unsatisfactory
1. Creating a Table		
2. Selecting Cells		
3. Changing the Table Design		
4. Drawing a Table		
5. Inserting a Quick Table		
Chapter 14		
1. Changing Table Layout		
2. Performing Calculations in a Table		
Chapter 18		
1. Inserting Custom Numbers and Bullets		
2. Inserting Multilevel List Numbering		
3. Inserting Special Characters		
4. Finding and Replacing Special Characters		
Chapter 16		
1. Completing a Merge		
2. Using the Mail Merge Wizard		
Chapter 21		
1. Inserting Fields		
Chapter 22		
1. Customizing AutoCorrect		
2. Customizing the Quick Access Toolbar		
3. Customizing Word Options		
Chapter 31		
1. Recording a Macro		
2. Running a Macro		

Instructor's Signature _____ Date _____