

Student Name \_\_\_\_\_ Instructor Name \_\_\_\_\_

High School or Vocational Center \_\_\_\_\_ Grade \_\_\_\_\_

**COMPETENCY RECORD FOR ARTICULATION**  
**Muskegon Community College**

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.

**BUS-180D Word Processing Part 1**  
**Effective Selling**  
**3 Credit Hours**

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Identify Office suite components		
Describe the features of each program		
Start an Office app		
Explain the purpose of a template		
Start a new blank document		
Identify basic components of the user interface		
Display and use Backstage view		
Adjust the Zoom level		
Create a file Save a file		
Explain OneDrive		
Open an existing file		
Save a file with a new name		
Describe and change views in an app		
Print a document		
Display a ScreenTip		
Use Help		
Close a file		
Exit an app		
Identify the features of Word		
State the benefits of using a word processing program		
Save a file using a descriptive filename		
Use the Save As dialog box		
Identify the features of Word		
State the benefits of using a word processing program		

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Save a file using a descriptive filename		
Use the Save As dialog box		
Select text using the mouse		
Use formatting marks		
Apply bold to text		
Increase the font size of text		
Print a document		
Search for templates		
Customize a template		
Use content controls		
Remove a content control		
Zoom, scroll, and use Word views		
Open a document and save it with a new filename		
Edit text using formatting marks		
Cut and paste text		
Copy and paste text		
Format pasted text with the Paste Options button		
Copy and cut items to the Clipboard		
Paste items from the Clipboard		
Replace text		
Find text with the Navigation pane		
Navigate a document		
Ignore correctly spelled words		
Correct grammar errors		
Find synonyms using the Thesaurus		
Check the word count		
Insert a hyperlink		
Test hyperlinks		
E-mail a document from Word		
Edit document properties		
Remove document properties		
Modify advanced document properties		
Apply font styles and effects		
Add a shadow to text		

<b>Task</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Change character spacing		
Add spacing under paragraphs		
Change line spacing in paragraphs		
Apply styles to text		
Center text, Justify text, Right-align text		
Use tabs to align text		
Indent a paragraph		
Indent the first line of a paragraph		
Apply bullets or numbering to lists		
Renumber a list		
Change bullet or numbering styles		
Apply shading to text		
Apply borders to text		
Highlight text		
Insert images		
Resize images		
Wrap text and position images		
Set custom margins		
Change paper size		
Change paper orientation		
Customize the status bar		
Insert section breaks		
Format text in columns		
Insert and delete page breaks		
Insert a column break		
Balance columns		
Insert a page number field		
Modify page numbers		
Close the footer area		
Create and format headers and footers		
Create a table, Delete a table		
Apply a table style		
Create a different first page header or footer		
Insert and delete a footnote		

Task	Satisfactory	Unsatisfactory
Modify note reference marks		
Convert footnotes to endnotes		
Add a source to a document		
Insert a citation		
Edit a citation		
Add and delete sources		
Edit a source		
Insert a bibliography field		

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_