

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

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



**COMPETENCY RECORD FOR ARTICULATION**

**Muskegon Community College**

**CIS115WW -- Introduction to Word Processing (using Word) – 1 credit**

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
<b>STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:</b>		
<b>Manipulate the Word Environment Including:</b>		
Locating, opening, maximizing, minimizing, and closing Word on a Windows desktop		
Creating, naming, renaming, locating, saving and deleting Word files		
Save as a web page		
Identifying and using status bar elements		
Displaying and using buttons, views, tabs, panes, ribbons, and groups		
Working with multiple documents		
Open a PDF in Word for editing		
<b>Enter and manipulate text including:</b>		
Insert and delete text		
Use wordwrap		
Selecting blocks of text		
Cutting, copying, pasting, and moving blocks of text		
Insert symbols, dates, or objects into text (link and/or embed)		
<b>Demonstrate the ability to do basic formatting including:</b>		
Use bold, italics, and underline		
Change fonts, font sizes, and colors		

Apply quick styles and document themes		
Copy formatting attributes (use format painter)		
<b>Demonstrate the ability to format paragraphs including:</b>		
Reveal paragraph's formatting		
Change paragraph alignment		
Indent paragraphs (left, right, hanging, first-line)		
Change line spacing		
<b>Create bulleted and numbered lists</b>		
<b>Create and modify tabs</b>		
<b>Apply borders and shading including:</b>		
Shade words and paragraphs		
Apply borders to paragraphs		
Apply borders to pages		
<b>Print and setup documents including:</b>		
Adjust margins		
Change page orientation		
Insert page numbers		
Create and insert headers and footers		
Insert page and section breaks		
Preview and print documents		
<b>Create, revise, and format tables including:</b>		
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		
Align and rotate text		
Apply borders and shading		
Apply table styles from the gallery		

Sort tables and lists		
<b>Create documents that contain columns (2 or 3), apply column formatting, and balance columns</b>		
<b>Insert and manipulate objects including:</b>		
Insert draw objects		
Format draw objects		
Apply 3-D effects and shadows		
Work with WordArt		
Insert SmartArt and modify		
Insert Clip Art		
<b>Demonstrate the ability to use special features including:</b>		
Quick Access toolbar, shortcut keys, and context menus		
Undo and redo		
Spelling and Grammar checker		
Thesaurus		
Find and Replace feature		
Use the clipboard		
AutoCorrect		
Help		
<b>Did the student PASS the MOS Word Core 2016 Exam? If yes, instructor can check this box.</b>		

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