



Articulation Agreement Course Competencies and Provisions

OFF 173 Microsoft Word Level I

1-5 Credits

Concepts of word processing using MS Word for Windows software – includes production of various business documents and independent operation of software.

PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. All required Tech Prep forms must be sent to BBCC **within 30 days** of course completion.
4. Teachers must assign student grades and credits **within 30 days** of course completion.

COMPETENCIES

Module 1 = 1 Credit

- Start Word
- Identify parts of the Word screen
- Key text into a document
- Perform basic text editing
- Name and save a document
- Print a document
- Close a document and exit Word
- Open an existing document
- Enter nonprinting characters
- Use Undo and Redo functions
- Use Repeat actions
- Select text
- Save a revised document
- Work with document properties
- Apply basic character formatting
- Change fonts and font sizes
- Apply character formatting using the Font dialog box
- Repeat and copy character formats
- Change case
- Highlight text
- Create Drop Caps
- Automatically format text and numbers
- Use AutoComplete and Auto Correct
- Use AutoText
- Use grammar and spell check
- Use the Thesaurus
- Align paragraphs
- Change line and paragraph spacing
- Set paragraph indents
- Apply borders and shading
- Repeat and copy paragraph formats
- Create bulleted and numbered lists
- Insert symbols and special characters
- Change margins in Normal and Print Layout views
- Change margins in Print Preview
- Set mirror margins and gutter margins
- Use hyphenation
- Insert the date and time as a field
- Set and clear tabs
- Set leader tabs
- Adjust tab settings
- Set tabbed columns
- Sort tabbed paragraphs

Independently complete a business project using most of the objectives listed above in mailable format.

Module 2 = 1 Credit

- Use clipboards
- Move text using Cut and Paste
- Move by dragging
- Copy text using Cut and Paste
- Copy text by dragging
- Use Smart Cut and Paste
- Work with multiple document windows
- Move and copy text among windows
- Find text
- Find & Replace text
- Find & Replace special characters
- Find & Replace formatting

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Module 3 = 1 Credit

- Use Print Preview
- Choose print options
- Change paper size and page orientation
- Use the envelope & label feature
- Adjust soft page breaks and insert hard page breaks
- Control soft page breaks with paragraph formatting
- Control section breaks by specifying them by type
- Format sections
- Use the Go To feature
- Add page numbers
- Vary page numbers in Print Layout view
- Add headers and footers
- Work with headers and footers within sections
- Link and unlink section headers and footers
- Change starting page numbers
- Create continuation page headers
- Create alternate headers and footers

Independently complete a business project using most of the objectives listed above in mailable format.

Module 4 = 1 Credit

- Create a table
- Key and edit text in tables
- Select cells, rows, and columns
- Edit table structures
- Format tables and cell contents
- Convert tables to text
- Create multiple-column layouts
- Key and edit text in columns
- Format columns and column text
- Control column breaks

Independently complete a business project using most of the objectives listed above in mailable format.

Module 5 = 1 Credit

- Create multiple-column layouts
- Key and edit text in columns
- Format columns and column text
- Control column breaks
- Use Word templates
- Create and modify templates
- Attach templates to documents
- Use the Organizer
- Use Wizards
- Insert pictures
- Select, size, crop, move, and format pictures
- Draw shapes and AutoShapes
- Change order, group, and align shapes
- Select, size, crop, move, and format shapes
- Use WordArt
- Create primary document and data source
- Insert merge fields into primary document
- Initiate a mail merge
- Edit an existing data source
- Create mailing labels

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