MICROSOFT OFFICE WORD EXPERT
ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of high school courses or equivalent to the following competencies:

☐	Sharing and Maintaining Documents
	• Configure Word Options
	• Restrict access to a document
	• Add and modify templates in an existing document
	Formatting Content
	• Apply advanced font and paragraph attributes
	• Create tables and charts
	• Construct reusable content in a document
	• Link sections
	Tracking and Referencing Documents
	• Review, compare and combine documents
	• Create a reference page
	• Create a Table of Authorities in a document
	• Create an index in a document
	Performing Mail Merge Operations
	• Execute mail merge
	• Create a mail merge by using other data sources
	• Create labels and forms
	Managing Macros and Forms
	• Create and manipulate macros
	• Apply and manipulate macro options
	• Create forms
	• Manipulate forms

A student earning a "C" grade or better may earn college credit at the following college:

College	Course	Credits
Bates Technical College	AOA 121	5
Clover Park Technical College	CAS 125	3

Revised: 9/2017

Full content Revision 6/2014

Revised: 7/2021