

MICROSOFT OFFICE WORD CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

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

<input type="checkbox"/>	Sharing and Maintaining Documents
	▪ Apply different view to a document.
	▪ Apply protection to a document.
	▪ Manage document versions.
	▪ Share documents.
	▪ Save a document.
	▪ Apply a template
	Formatting Content
	▪ Apply font and paragraph attributes.
	▪ Navigate and search through a document.
	▪ Apply indentation and tab settings to paragraphs.
	▪ Apply spacing settings to text and paragraphs.
	▪ Create tables.
	▪ Manipulate tables in a document.
	▪ Apply bullets to a document.
	Applying Page Layout and Reusable Content
	▪ Apply and manipulate page setup settings.
	▪ Apply themes.
	▪ Construct content in a document by using a Quick Parts tool.
	▪ Create and manipulate page backgrounds.
	▪ Create and modify headers and footers.
	Including Illustrations and Graphics in a Document
	▪ Insert and format pictures in a document
	▪ Insert and format shapes, WordArt and SmartArt
	▪ Insert and format Clip Art
	▪ Apply and manipulate text boxes
	Proofreading Documents
	▪ Validate content by using spelling and grammar checking options
	▪ Configure AutoCorrect settings
	▪ Insert and modify comments in a document

	Applying References and Hyperlinks
	▪ Apply a hyperlink
	▪ Create Endnotes and footnotes in a document
	▪ Create a table of contents in a document
	Performing Mail Merge Operations
	▪ Setup mail merge
	▪ Execute mail merge

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

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 110	5
Clover Park Technical College	CAS 121	3
Pierce College	BTECA 110, 111, 112	3