

Competency Profile

Document Processing/Advanced Keyboarding

BTC: CAP 139 – Document Processing (90 clock hours/5 credits)

An advanced formatting course designed to give students practice using the advanced features of MS Word & working under an added time element to getting the work produced.



REVIEW

➤ Word Processing Proficiencies

- Document screen, commands & dialog box, help & office assistant, scroll bars, save/save as, print, close & exit, open, & new
- Insert, delete, overtype, select, show/hide, undo/redo, spelling & grammar check, cut, copy, paste, manual page break, print preview, window, drag-&-drop editing
- Bold, italic, underline, fonts
- Alignment, line spacing, tabs & ruler, indent & hanging indent
- Center page, margins
- Create, format, shade, adjust column width, center table horizontally
- Page & line breaks; page numbers
- Hyperlinks

LETTER & MEMO MASTERY

➤ Word Processing Proficiencies

- Insert date
- Change/convert case
- Prepare & print envelopes
- Add bullets & numbers
- Use memo templates
- Create & modify headers/footers
- Use electronic mail & attach files
- Create hyperlinks

➤ Formatting Proficiencies

- Block, modified block & simplified letter styles
- Special features in letters (subject/reference lines, blind copy notation, company name, mailing notations, attention line, postscript)
- Two-page memos & letters
- Standard memo format
- Memos templates
- Business envelopes

TABLE & TABS MASTERY

➤ Word Processing Proficiencies

- Create tables (table quick create, draw)
- Revise tables (insert & delete rows & columns)
- Set page orientation

- Format tables (centering horizontally, sizing columns, formatting cells)
- Modify table structure (merge & split cells, change height & width)
- Apply AutoFormat
- Perform sort & multiple sorts
- Apply formulas to perform calculations
- Convert text to a table
- Insert files
- Rotate text
- Use TABS command (center, decimal, left & right)
- Apply leader tabs & underline tabs
- Apply tabs to tables

➤ Formatting Proficiencies

- Table format

REPORT MASTERY

➤ Word Processing Proficiencies

- Use GO To to locate specific elements in a document
- Find & replace text
- Use the THESAURUS feature
- Insert line & page breaks
- Insert page numbers
- Apply special character effects
- Change page number format
- Insert & edit footnotes
- Insert endnotes
- Create a NOTES page
- Enter section breaks
- Change the number format between sections
- Break the link between sections
- Use the GRAMMAR feature

➤ Formatting Proficiencies

- Report
- Title page
- Left bound reports
- Table of contents
- Footnotes, endnotes
- Reference page
- Notes page

GRAPHIC ENHANCEMENTS

➤ Word Processing Proficiencies

- Insert, size & move clip art
- Insert a shape using the drawing toolbar
- Wrap text around graphics
- Use drag-&-drop editing for text & graphics
- Use graphic lines & borders
- Apply WordArt
- Create, go to & insert a bookmark
- Create & use newspaper columns

➤ Formatting Proficiencies

- Title page with banners, dividers & decorators
- Letterheads
- Announcements using graphics, borders, & WordArt
- Business proposals

ADMINISTRATIVE & EMPLOYMENT DOCUMENTS

➤ Word Processing Proficiencies

- Indent using the ruler
- Create a footer for the first page & a header for the second page
- Create & print labels

➤ Formatting Proficiencies

- Agendas
- Action minutes
- News releases
- Labels
- Resume

MAIL MERGE

➤ Word Processing Proficiencies

- Create main document
- Create data source
- Merge main documents & data source
- Sort data records
- Filter data records
- Generate envelopes
- Edit data source

College Textbook Reference:

CAP 139 – College Keyboarding (SouthWestern Publishing); Lessons 60-120

This document is to certify that this student has completed the required coursework as defined by the Whatcom County Tech Prep Articulation Agreement and has demonstrated mastery for college credit. Further information about any aspect of this program may be obtained by contacting the school and instructor named on this profile.