

COMPETENCY PROFILE



WORD PROCESSING I

BTC: CAP 106 **Formatting with MS Word (4 credits)**
WCC: BIS 121 **Word Processing 1 (3 credits)**

Course provides skillbuilding, production typing, and **MS Word 2007** fundamentals at the beginning or review level. Covers basics of document creation, formatting, and editing; introduces “styles”, graphics, and various types of standard formats. Students will practice creating letters, memos, reports, tables and mail merges.

Keyboarding Skills (*prerequisite*)

- Key 30-35 wpm on a 3-minute timing with maximum 3 errors (1 error per minute)

Working With Text

- Use the Undo, Redo and Repeat command
- Apply font formats (Bold, Italic & Underline)
- Use the SPELLING feature
- Use the THESAURUS feature
- Use the GRAMMAR feature
- Insert page breaks
- Highlight text in document
- Insert and move text
- Cut, Copy and Paste using Office Clipboard
- Copy formats using Format Painter
- Select and change font and font size
- Find and replace text
- Apply character effects (superscript, subscript, strikethrough, small caps and outline)
- Insert date and time
- Insert symbols
- Create and apply frequently used text with AutoCorrect

Working With Paragraphs

- Align text in paragraphs (Center, Left, Right, Justified)
- Add bullets & numbering
- Set character, line & paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options
- Use TABS command (Center, Decimal, Left and Right)
- Set tabs with leaders
- Create an outline style numbered list
- Clear formatting from a paragraph

Working With Pictures and Charts

- Use the drawing toolbar
- Insert graphics into a document (WordArt, ClipArt, Images)

Working With Documents

- Print a document
- Use print preview
- Use Web Page preview
- Navigate through a document

- Insert page numbers
- Set page orientation
- Set margins
- Use Go To to locate specific elements in a document
- Create and modify page numbers
- Create and modify headers and footers
- Add a watermark to document
- Align text vertically
- Create and use columns; revise column structure
- Prepare and print envelopes and labels
- Apply styles
- Create sections with formatting that differs from other sections
- Use click and type

Managing Files

- Use Save
- Locate and open an existing document
- Use Save As (different name, location, or format)
- Create a folder
- Create a new document using a Wizard
- Use templates to create a new document
- Create Hyperlinks
- Use the Office Assistant
- Send a Word document via e-mail

Using Tables

- Create & format tables (drag, draw, use Quick Table)
- Revise tables (insert & delete rows & columns)
- Modify table structure (merge cells, change height & width)
- Rotate text in a table
- Apply a Quick Style to a table
- Turn table style options on or off

Using Mail Merge

- Create a mail merge document
- Use a Form Letter Template for a group mailing
- Select recipients for the mailing
- Prepare merge fields
- Preview the merged letters
- Complete the mail merge process
- Create envelopes & labels for a mail merge
- Create envelopes & labels for a group mailing

Assessment: Using SAM/MCAS or other comparable exam, students pass at 80% or better.

College Textbook Reference:

- 📖 BTC: Keyboarding & Formatting Essentials for Word 2007, 2nd Ed. (Thomson/South-Western Publishing)
📖 WCC: Microsoft Official Academic Course: MS Office Word 2007, Exam 77-601. (Wiley Publishing)

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.