

COMPETENCY PROFILE

WORD PROCESSING/MOS CERTIFICATION – CORE LEVEL

BTC: CAP 106

WCC: BIS 121



Course prepares students for Microsoft Office Specialist (MOS) certification at the core level. Covers core-level skill of document creation, formatting/editing; introduces "styles," graphics and various types of standard formats.

Keyboarding skills

- Key 30-35 wpm on a 3-minute timing with maximum 3 errors (1 error per minute)
(include alpha, numeric and symbols in timed text)

Working With Text

- Use the Undo, Redo and Repeat command
- Apply font formats (Bold, Italic and 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 Special using the 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 and Justified)
- Add bullets and numbering
- Set character, line and paragraph spacing options
- Apply borders and shading to paragraphs
- Use indentation options (Left, Right, First Line and Hanging Indent)
- Use TABS command (Center, Decimal, Left and Right)
- Create an outline style numbered list
- Set tabs with leaders

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
- Align text vertically
- Create and use newspaper 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
- Save as Web Page
- Use templates to create a new document
- Create Hyperlinks
- Use the Office Assistant
- Send a Word document via e-mail

Using Tables

- Create and format tables
- Add borders and shading to tables
- Revise tables (insert & delete rows and columns, change cell formats)
- Modify table structure (merge cells, change height and width)
- Rotate text in a table

Assessment: Using SAM/MOS or other comparable exam, students pass MOS Certification – Core level exam at 80% or better.

College Textbook Reference:

📖 CAP 106: Keyboard and Word Processing (SouthWestern Publishing): Lessons 1-60

📖 BIS 121: Microsoft Word version 2002 – Step by Step (Microsoft Press)
Skillbuilding Exercises for the Word Processor, Iris Blanc; 2nd Edition

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.