BCT 106 Articulation Competencies

Getting Started with Word Processing (1 Credit)

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Enhance documents with graphics and tables. Use Word tools including spell checker, grammar checker, page layout and references.

School Name: _____

School Articulated Course: _____

School Instructor: _____

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Course Competencies Checklist:

❑ Open and save existing documents.

❑ Create new documents.

❑ Enter and edit text.

❑ Apply appropriate formatting.

❑ Preview and print all or a portion of a document.

Course Topics:

• Enter and edit text in a new document

• Cut, copy and paste text

• Format text

• Insert clip art and pictures

• Insert a table

• Use a template