MICROSOFT OFFICE WORD 2010 CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

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

☐	**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 "B" grade or better may earn college credit at the following college:

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

Revised: 2/2018