

MICROSOFT OFFICE WORD EXPERT ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

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

<input type="checkbox"/>	Sharing and Maintaining Documents	
	• Configure Word Options	
	• Restrict access to a document	
	• Add and modify templates in an existing document	
	Formatting Content	
	• Apply advanced font and paragraph attributes	
	• Create tables and charts	
	• Construct reusable content in a document	
	• Link sections	
	Tracking and Referencing Documents	
	• Review, compare and combine documents	
	• Create a reference page	
	• Create a Table of Authorities in a document	
	• Create an index in a document	
	Performing Mail Merge Operations	
	• Execute mail merge	
	• Create a mail merge by using other data sources	
	• Create labels and forms	
	Managing Macros and Forms	
	• Create and manipulate macros	
	• Apply and manipulate macro options	
	• Create forms	
	• Manipulate forms	

A student earning a “C” grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 121	3
Clover Park Technical College	CAS 125	3

Revised: 9/2017
Full content Revision 6/2014

Revised: 7/2019