

COMPUTER APPLICATION ESSENTIALS BATES TECHNICAL COLLEGE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

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

- WORD
 - Creating and Customizing Documents
 - Create and format documents
 - Lay out documents
 - Make documents and content easier to find
 - Personalize Office Word
 - Formatting Content
 - Format text and paragraphs
 - Manipulate text
 - Control pagination
- EXCEL
 - Creating and Manipulating Data
 - Insert data by using AutoFill
 - Ensure data integrity
 - Modify cell contents and formats
 - Change Worksheet Views
 - Manage worksheets
 - Formatting Data and Content
 - Format worksheets
 - Insert and modify rows and columns
 - Format cells and cell content
 - Format data as a table
- POWERPOINT
 - Creating and Formatting Presentations
 - Create new presentations
 - Customize slide masters
 - Add elements to slide masters
 - Create and change presentation elements
 - Arrange slides
 - Creating and Formatting Slide Content
 - Insert and format text boxes
 - Manipulate text
 - Add and link existing content to presentations
 - Apply, customize, modify and remove animations

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

Bates Technical College

INFO 101

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CIP Code: 520204