
BCT 120-Word Processing Competencies

Students should score 80% or better on the following competencies to receive WVC college credits.

- Create and edit word processing documents
- Apply formatting to documents
- Use tables and templates in documents
- Apply styles, multi-level lists, and charts to documents
- Create mass mailings from external data
- Apply reusable content and markup tools
- Apply advanced table features
- Create web content and apply advanced editing options
- Use forms and protect documents

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