



Student Learning Outcomes for CBOT 474 Intermediate Word Processing

Upon successful completion of this class, students will be able to:

1. Identify and apply intermediate level word processing techniques to documents, including margins, print options, envelopes and labels.
2. Apply section breaks to documents.
3. Insert and set page numbers and add header and footers to documents.
4. Apply, create, modify, and change styles and apply and customize a document theme.
5. Identify and create templates for the office.