



## **Student Learning Outcomes for CBOT 477 Advanced Word Processing**

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

1. Create and design advanced tables using advanced table-formatting options.
2. Create, modify, and format an embedded Excel chart in Word.
3. Insert field and update field codes and insert Bookmarks; create, modify, protect forms, and use forms.
4. Create and format SmartArt graphics in Word.