Table formatting allows text to remain centered vertically and horizontally within the cells, despite differing between one, two, and three lines.

Shift-return generates a soft line break instead of a paragraph break. Retains line spacing while allowing control of line break.

Page break ends the table instead of making another row. Table continues on the next page.

9 x 9 grid icons denote column boundaries. White triangles are set in from the boundaries so there is a nice amount of white space between the text and the lines of the table.

This text appears grey because it is part of a header that is not currently being edited. Header elements are repeated at the top of each page or section. The two blue arrows are tabs, superfluous because the third tab stop is a centering tab so the entire line is centered. The tab stops in the ruler are not shown because the cursor is not in the header's section.
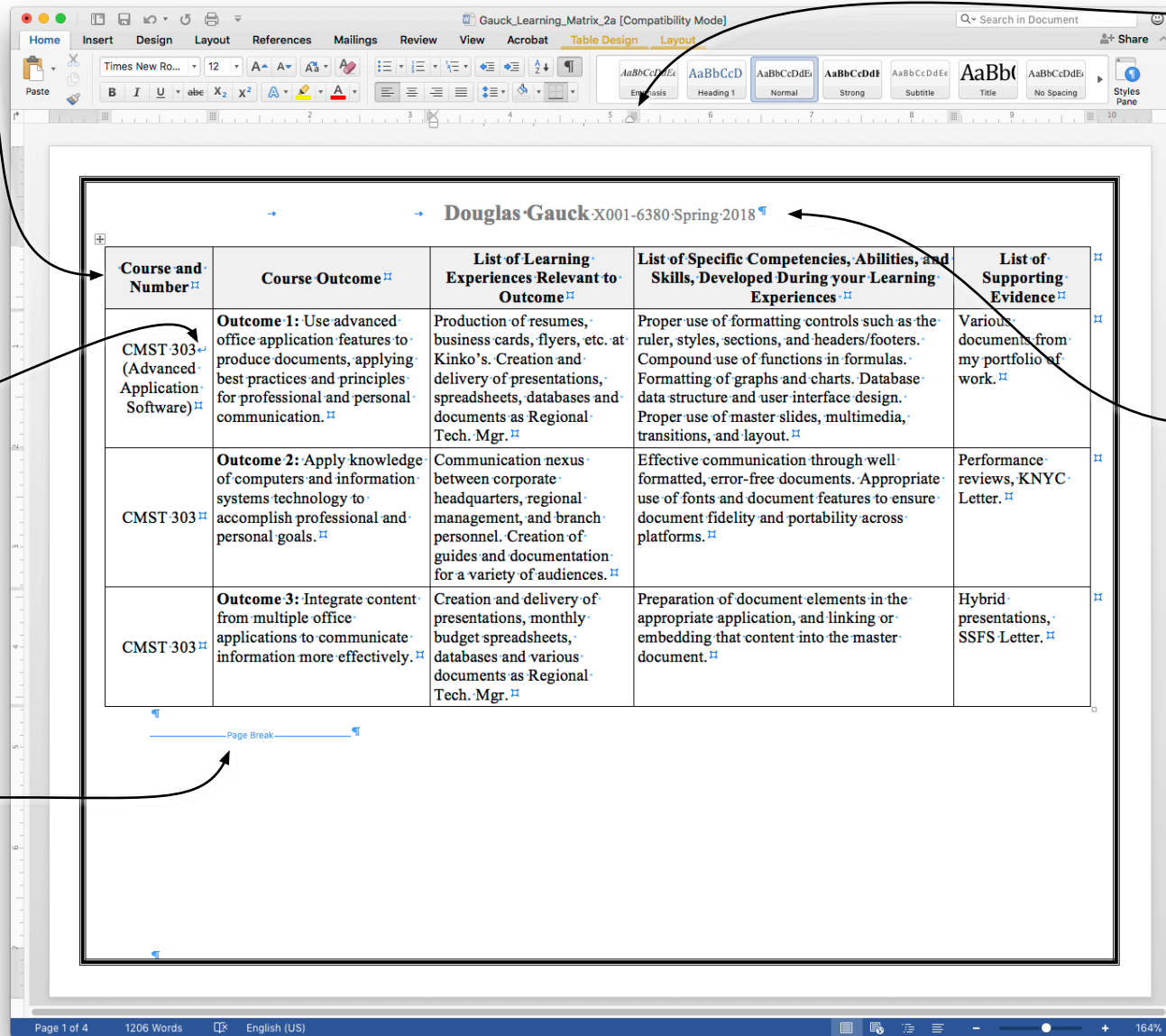
Current page being viewed out of the total number of pages.

Word count.

'X' on book icon indicates Word's proofing tools detect errors, based on US English.

Buttons switch between different view modes.

Magnification of view

Gauck_Learning_Matrix_2a [Compatibility Mode]

Home | Insert | Design | Layout | References | Mailings | Review | View | Acrobat | Table Design | Layout

Douglas Gauck X001-6380 Spring 2018

Course and Number	Course Outcome	List of Learning Experiences Relevant to Outcome	List of Specific Competencies, Abilities, and Skills, Developed During your Learning Experiences	List of Supporting Evidence
CMST 303 (Advanced Application Software)	**Outcome 1:** Use advanced office application features to produce documents, applying best practices and principles for professional and personal communication.	Production of resumes, business cards, flyers, etc. at Kinko's. Creation and delivery of presentations, spreadsheets, databases and documents as Regional Tech. Mgr.	Proper use of formatting controls such as the ruler, styles, sections, and headers/footers. Compound use of functions in formulas. Formatting of graphs and charts. Database data structure and user interface design. Proper use of master slides, multimedia, transitions, and layout.	Various documents from my portfolio of work.
CMST 303	**Outcome 2:** Apply knowledge of computers and information systems technology to accomplish professional and personal goals.	Communication nexus between corporate headquarters, regional management, and branch personnel. Creation of guides and documentation for a variety of audiences.	Effective communication through well formatted, error-free documents. Appropriate use of fonts and document features to ensure document fidelity and portability across platforms.	Performance reviews, KNYC Letter.
CMST 303	**Outcome 3:** Integrate content from multiple office applications to communicate information more effectively.	Creation and delivery of presentations, monthly budget spreadsheets, databases and various documents as Regional Tech. Mgr.	Preparation of document elements in the appropriate application, and linking or embedding that content into the master document.	Hybrid presentations, SSFS Letter.

Page Break

Page 1 of 4 | 1206 Words | English (US) | 164%