

Please note: These objectives may include, but are not limited to, the following topics.

Common Application Features

Common Features and Commands: Keyboard shortcuts, cut, copy, paste, show/hide, print, spellcheck, find/replace, redo undo, drag and drop, preferences, resets, customization, help, selecting

Formatting: Using styles, basic text formatting

Navigating: Open, close, save vs. save as, new file, maximize/minimize/resize, search, views

Working with multimedia files: Resize, crop, rotate, insert, attach, working in the application

Word Processing Activities

Organizing data: Tables, lists

Layout: Page layout, spacing, indent text

Spreadsheet Activities

Layout: Insert/delete, cell sizes, alignment, navigation, merging cells

Data Management: Filter and sort, formulas and functions, number format, cell format, charts, graphs

Presentation Activities

Inserting content: Text, table, media, chart, graphic

Slide Management: Add slides, delete slides, revise slide order

Slide Design: Layout, animations, transitions

Basic Database Interactions

Record Managements: Run reports, search and use stored queries, input data (records)

Collaboration

Comments: Review comments, accept or reject, add comments

Sharing files: Share using e-mail, network storage, cloud