

CIS 100 – Introduction to Personal Computers

SAM Training of 56 Tasks

- Start Word T01
- Open Existing Document T02
- New Blank Document T03
- Use Word Help? T04
- Close Document T05
- Smart Tag Action Button T06
- Insert Text T07
- Cut Text and Paste Text T08
- Smart Tag Action Button T06
- Find and Replace T07
- Drag and Drop T08
- Copy and Paste T09
- End of Document T10
- Delete/Undo T11
- Clipboard T12
- Spacing Sets T13
- Font Change T14
- Font Size Change T15
- Font Italicize T16
- Grammar Check T17
- Synonym T18
- Highlight Text T19
- Bold T20
- Format Painter T21
- Underline T22
- Header T23
- Footer T24
- Insert Page Break T25
- Print Preview T26
- Print Document T27
- New Folder (Save with Name) T28
- Save As File Name T29
- Insert Picture (Clip Art) T30
- Delete Words T31
- Word Count T32
- Tab Sets T33
- AutoCorrect T35
- Insert Symbols T36
- Indent Paragraphs T37
- Bullets T38
- Use Save As T39
- Create Folders T40

○ Rename Folders	T41
○ Use Undo and Redo	T42
○ Display Formatting Marks	T43
○ Word Wrap	T44
○ Select Text	T45
○ Use Reading Layout/Other Views	T46
○ Font Color	T47
○ Borders and Shading	T48
○ Size Window	T49
○ Expand Folder	T50
○ Collapse Folder	T51
○ File Extensions	T52
○ My Computer Explorer	T53
○ Windows Explorer	T54
○ Format Diskette	T55
○ Copy/Paste File	T56
○ Change View	T57
○ Search	T58