

Skill	
Keyboarding	
Uses correct hand position	
Knows home row keys without looking	
Speed	
General	
save and save as	
undo	
find and replace	
view toolbars, formatting palette	
zoom	
print/print preview	
Working with Text	
insert, delete, and move text	
change text appearance (font, color, size, style)	
using spell check and grammar check	
use thesaurus	
Working with Images	
insert images	
use word art	
use clip art	
Use wrap to place pictures	
Formatting Documents	
spacing (alignment, space between lines)	
Margins and tabs	
bulleted and numbered lists	
page numbers	
headers, footers	
columns	
page and section breaks	
tables	