

Skill Set	Activity
MS Word 2003: Insert and Modify Text	Insert text
MS Word 2003: Insert and Modify Text	Cut and paste text
MS Word 2003: Insert and Modify Text	Move text
MS Word 2003: Insert and Modify Text	Find and replace text
MS Word 2003: Insert and Modify Text	Use Undo and Redo buttons
MS Word 2003: Insert and Modify Text	Adjust line spacing
MS Word 2003: Insert and Modify Text	Change font size
MS Word 2003: Insert and Modify Text	Change font
MS Word 2003: Insert and Modify Text	Italicize text
MS Word 2003: Insert and Modify Text	Check spelling
MS Word 2003: Insert and Modify Text	Use the Thesaurus
MS Word 2003: Insert and Modify Text	Count words
MS Word 2003: Create and Modify Paragraphs	Indent paragraphs
MS Word 2003: Create and Modify Paragraphs	Center a paragraph
MS Word 2003: Create and Modify Paragraphs	Modify tabs
MS Word 2003: Create and Modify Paragraphs	Add bullets
MS Word 2003: Create and Modify Paragraphs	First-line indent paragraph
MS Word 2003: Format Documents	Create a document header
MS Word 2003: Format Documents	Modify a document footer
MS Word 2003: Format Documents	Insert page breaks
MS Word 2003: Format Documents	Insert page numbers
MS Word 2003: Format Documents	Modify page margins
MS Word 2003: Format Documents	Change the page orientation
MS Word 2003: Format Documents	Create tables
MS Word 2003: Format Documents	Use print preview
MS Word 2003: Manage Documents	Save a document
MS Word 2003: Work with Graphics	Insert Clip Art
MS Word 2003: Work with Graphics	Create a text box
MS Excel 2003: Working with Cells and Cell Data	Insert a cell
MS Excel 2003: Working with Cells and Cell Data	Delete selected cells
MS Excel 2003: Working with Cells and Cell Data	Merge cells
MS Excel 2003: Working with Cells and Cell Data	Insert columns and rows
MS Excel 2003: Working with Cells and Cell Data	Copy cells
MS Excel 2003: Working with Cells and Cell Data	Delete rows and columns
MS Excel 2003: Working with Cells and Cell Data	Use the fill handle to create a series
MS Excel 2003: Working with Cells and Cell Data	Edit text in cells
MS Excel 2003: Working with Cells and Cell Data	Edit numbers in cells
MS Excel 2003: Working with Cells and Cell Data	Apply number formats (currency and percent)
MS Excel 2003: Working with Cells and Cell Data	Clear cell content

MS Excel 2003: Working with Cells and Cell Data	Check spelling in a worksheet
MS Excel 2003: Managing Workbooks	Use Save
MS Excel 2003: Managing Workbooks	Close a workbook and exit Excel
MS Excel 2003: Formatting and Printing Workbooks	Change the font color
MS Excel 2003: Formatting and Printing Workbooks	Set cell color
MS Excel 2003: Formatting and Printing Workbooks	Wrap text
MS Excel 2003: Formatting and Printing Workbooks	Rotate text
MS Excel 2003: Formatting and Printing Workbooks	Hide rows and columns
MS Excel 2003: Formatting and Printing Workbooks	Unhide columns
MS Excel 2003: Formatting and Printing Workbooks	Freeze rows and columns
MS Excel 2003: Formatting and Printing Workbooks	Modify column widths
MS Excel 2003: Formatting and Printing Workbooks	Apply AutoFormats to worksheets
MS Excel 2003: Formatting and Printing Workbooks	Modify worksheet orientation
MS Excel 2003: Formatting and Printing Workbooks	Display formula contents
MS Excel 2003: Modifying Workgroups	Modify worksheet names
MS Excel 2003: Creating and Revising Formulas	Create formulas using the formula bar
MS Excel 2003: Creating and Revising Formulas	Edit a formula
MS Excel 2003: Creating and Revising Formulas	Use absolute references
MS Excel 2003: Creating and Revising Formulas	Use relative references
MS Excel 2003: Creating and Revising Formulas	Create formulas using the SUM function
MS Excel 2003: Creating and Revising Formulas	AVERAGE function
MS Excel 2003: Creating and Modifying Graphics	Create charts using column chart types
MS Excel 2003: Creating and Modifying Graphics	Edit a chart
MS PowerPoint 2003: Creating Presentations	Create presentations from a blank presentation
MS PowerPoint 2003: Creating Presentations	Create presentations using Design templates
MS PowerPoint 2003: Creating Presentations	Change Views
MS PowerPoint 2003: Creating Presentations	Add slides to presentations
MS PowerPoint 2003: Creating Presentations	Delete slides from a presentation
MS PowerPoint 2003: Creating Presentations	Enter text in the Outline pane
MS PowerPoint 2003: Creating Presentations	Copy a slide from one presentation to another
MS PowerPoint 2003: Inserting and Modifying Text	Add text to slides
MS PowerPoint 2003: Inserting and Modifying Text	Edit text on slides
MS PowerPoint 2003: Inserting and Modifying Text	Check Spelling
MS PowerPoint 2003: Modifying Presentation Formats	Format slides differently in a single presentation
MS PowerPoint 2003: Modifying Presentation Formats	Apply an animation scheme to an entire presentation
MS PowerPoint 2003: Modifying Presentation Formats	Change the layout of individual slides
MS PowerPoint 2003: Printing Presentations	Print handouts