

WHAT YOU NEED TO KNOW:

- **PC Basics** (Start & exit programs, view the computer's contents in Windows Explorer, use the navigation pane, create & save files, open & modify files, create, move & copy files, rename & delete files, undo actions).
- **Browsing the Web** (view web pages, use browser tabs, organize favorites, search the web, print web pages.)
- **Word Processing** (create new document, set font & color of text, align text, use the undo, redo & repeat, format text using the mini toolbar, find & replace text, check spelling & grammar, set document margins, print preview & print, get Word help information, display a document in the full screen reading view, set character, line & paragraph spacing, add bullets & numbering, add a header & footer, add page numbers, insert clip art & pictures, display & hide rulers, save a document in plain text, PDF, EPS, or HTML format.)
- **Spreadsheets** (enter data in a worksheet, modify, delete, move & copy data, enter formulas, use the sum & average function, save & close a workbook, resize rows & columns, insert & delete rows & columns, organize worksheets, wrap text in a cell, add borders to cells, modify drawings, sort data.)
- **Presentations** (Enter text in a slide, add new slides, go to different slides, set slide backgrounds, display a slide show, add, move, & rotate text boxes, insert hyperlinks in a slide, insert clip art & pictures, insert movies & sounds, add transitions to slides.)