

In column 1, indicate whether you have used the command (√ or X)

In column 2, indicate whether you think this command is, or might be, useful to you (√ or X)

| <u>Command</u>        | <u>Used?</u> | <u>Useful?</u> | <u>Command</u>      | <u>Used?</u> | <u>Useful?</u> |
|-----------------------|--------------|----------------|---------------------|--------------|----------------|
| <b>File</b>           |              |                | <b>View</b>         |              |                |
| New...                |              |                | Normal              |              |                |
| Open...               |              |                | Online Layout       |              |                |
| Close                 |              |                | Page Layout         |              |                |
| Save                  |              |                | Outline             |              |                |
| Save As...            |              |                | Master Document     |              |                |
| Save as HTML...       |              |                | Toolbars >          |              |                |
| Versions...           |              |                | Ruler               |              |                |
| Page Setup...         |              |                | Document Map        |              |                |
| Print Preview         |              |                | Header and Footer   |              |                |
| Print...              |              |                | Footnotes           |              |                |
| Send To >             |              |                | Comments            |              |                |
| Properties            |              |                | Full Screen         |              |                |
| Exit                  |              |                | Zoom...             |              |                |
|                       |              |                |                     |              |                |
|                       |              |                | <b>Insert</b>       |              |                |
|                       |              |                | Break...            |              |                |
|                       |              |                | Page Numbers...     |              |                |
|                       |              |                | Date and Time...    |              |                |
|                       |              |                | Autotext >          |              |                |
| <b>Edit</b>           |              |                | Field ...           |              |                |
| Undo Typing           |              |                | Symbol...           |              |                |
| Repeat Typing         |              |                | Comment             |              |                |
| Cut                   |              |                | Footnote...         |              |                |
| Copy                  |              |                | Caption...          |              |                |
| Paste                 |              |                | Cross-reference...  |              |                |
| Paste Special...      |              |                | Index and Tables... |              |                |
| Paste as Hyperlink... |              |                | Picture >           |              |                |
| Clear                 |              |                | Text Box            |              |                |
| Select All            |              |                | File...             |              |                |
| Find...               |              |                | Object...           |              |                |
| Replace...            |              |                | Bookmark...         |              |                |
| Go To...              |              |                | Hyperlink...        |              |                |
| Links...              |              |                |                     |              |                |
| Object                |              |                |                     |              |                |
|                       |              |                |                     |              |                |
|                       |              |                |                     |              |                |
|                       |              |                |                     |              |                |

