

CIS 103

Microsoft Office 2013/Windows 7 Challenge Exam Study Guide

Questions on the exam are taken from the textbook used in CIS 103 Microsoft Office and Windows . The book is available at the GRCC bookstore.

The Challenge Exam is 50 multiple choice questions worth 2 points each for a total of 100 points. A score of 70% or better constitutes a passing grade for the purpose of receiving credit for the class.

Material used for the questions in the Challenge Exam is taken from the textbook used for the CIS-103 Microsoft Office/Windows Course. Those taking the Challenge Exam should be familiar with the following functions of Windows 7 and Microsoft Office 2013:

1. Part 1. Learning Windows 7 Basics.

1. Working with the Windows 7 Desktop.
 - a. Includes material on logging on/off , starting/stopping
 - b. Using the interface: taskbar, dialog boxes, opening/maximizing/minimizing windows
 - c. Understanding user accounts: adding/deleting accounts, setting password,
2. understanding differences between admin and user accounts.
 - d. Pausing/hibernating/sleeping/locking/shutting down system
2. Working with Disks and Other Removable Media.
 - a. Understanding different types of storage
 - b. Working with CD and DVD media
 - c. Working with hard drives
 - d. Working with USB flash drives
3. Learning about Files, Folders, and Libraries
 - a. Using the Explorer Interface
 - b. Managing files and folders
 - c. Working with Libraries
 - d. Searching for files and folders
 - e. Creating shortcuts to files/folders/applications.
4. Organizing and Protecting Information.
 - a. Customizing the display of files/folders
 - b. Working with file properties
 - c. Setting file/folder permissions
5. Using Windows 7 Programs.
 - a. Opening/Closing/Saving/Printing from programs
 - b. Using the calculator
 - c. Using Notepad and Paint
 - d. Copying data between applications
 - e. Using the command prompt
6. Customizing the Desktop.
 - a. Changing the keyboard and mouse default settings
3. CO105 Challenge Exam 2010 L.Keizer/Computer Applications
 - b. Changing display settings
 - c. Desktop icons

Quick Reference Summary

Microsoft Word 2013 Quick Reference Summary

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
All Caps	WD 19	Change Case button (HOME tab Font group), UPPERCASE			CTRL+SHIFT+A
AutoCorrect Entry, Create	WD 85	Options (FILE tab), Proofing (Word Options dialog box)			
AutoCorrect Options Button, Use	WD 85		Point to AutoCorrect Options button in flagged word		
AutoCorrect, Delete Entry	WD 86	Options (FILE tab), Proofing (Word Options dialog box), AutoCorrect Options button			
AutoCorrect, Set Exceptions	WD 87	Options (FILE tab), Proofing (Word Options dialog box), AutoCorrect Options button, Exceptions button (Auto Correction Exceptions dialog box)			
Bibliographical List, Create	WD 106	Bibliography button (REFERENCES tab Citations & Bibliography group)			
Bibliography Style, Change	WD 89	Bibliography Style arrow (REFERENCES tab Citations & Bibliography group)			
Bold	WD 29	Bold button (HOME tab Font group)	Bold button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+B
Border Paragraph	WD 160	Borders arrow (HOME tab Paragraph group)			
Building Block, Create	WD 170	'Explore Quick Parts' button (INSERT tab Text group)			ALT+F3
Building Block, Insert	WD 172	'Explore Quick Parts' button (INSERT tab Text group)			F3
Building Block, Modify	WD 171	'Explore Quick Parts' button (INSERT tab Text group), press and hold or right-click building block, Edit Properties			

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Bullets, Apply	WD 23	Bullets button (HOME tab Paragraph group)	Bullets button on mini toolbar		* (ASTERISK), SPACEBAR
Center	WD 15	Center button (HOME tab Paragraph group)	Center button on mini toolbar	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+E
Center Page Vertically	WD 43	Page Setup Dialog Box Launcher (PAGE LAYOUT tab Page Setup group), Layout tab (Page Setup dialog box)			
Change Case	WD 19	Change Case button (HOME tab Font group)		Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	SHIFT+F3
Change Spacing before or after Paragraph	WD 42	Spacing Before or Spacing After box (PAGE LAYOUT tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Paragraph on shortcut menu, Indents and Spacing tab (Paragraph dialog box)	
Citation Placeholder, Insert	WD 93	Insert Citation button (REFERENCES tab Citations & Bibliography group), 'Add New Placeholder'			
Citation, Edit	WD 98		Tap or click citation, Citations Options arrow, Edit Citation		
Citation, Insert	WD 89	Insert Citation button (REFERENCES tab Citations & Bibliography group), 'Add New Source'			
Clear Formatting	WD 161	'Clear All Formatting' button (HOME tab Font group)			CTRL+SPACEBAR, CTRL+Q
Click and Type	WD 79		Position pointer until desired icon appears, then double-tap or double-click		
Clip Art, Insert	WD 148	Online Pictures button (INSERT tab Illustrations group)			
Color Text	WD 26	Font Color arrow (HOME tab Font group)	Font Color arrow on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Copy	WD 112	Copy button (HOME tab Clipboard group)		Copy	CTRL+C
Count Words	WD 100	Word Count button (REVIEW tab Proofing group)	Word Count indicator on status bar		CTRL+SHIFT+G
Custom Dictionary, Set Default, View or Modify Entries	WD 118	Options (FILE tab), Proofing (Word Options dialog box), Custom Dictionaries button			
Date, Insert Current	WD 168	'Insert Date and Time' button (INSERT tab Text group)			
Document Properties, Change	WD 44	Properties button (FILE tab Info tab)			
Document Properties, Print	WD 104	FILE tab Print tab, first button in Settings area			
Document Theme, Change	WD 148	Themes button (DESIGN tab Document Formatting group)			
Double-Space	WD 72	'Line and Paragraph Spacing' button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+2
Double-Underline	WD 80	Underline arrow (HOME tab Font group)		Font, Font tab (Font dialog box)	CTRL+SHIFT+D
Envelope, Address and Print	WD 187	Create Envelopes button (MAILINGS tab Create group), Envelopes tab (Envelopes and Labels dialog box)			
Exit Word	WD 46		Close button on title bar		
Field, Convert to Regular Text	WD 110				Tap or click field, CTRL+SHIFT+F9
Field, Update	WD 110			Update Field Touch mode: 'Show Context Menu' button on mini toolbar, Update Field on shortcut menu	Tap or click field, press F9
Find Text	WD 113	Find button (HOME tab Editing group)	Page Number indicator on status bar		CTRL+F
Font, Change	WD 18	Font arrow (HOME tab Font group)	Font arrow on mini toolbar Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	Font, Font tab (Font dialog box)	CTRL+D
Font Size, Change	WD 17	Font Size arrow (HOME tab Font group)	Font Size arrow on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+D

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Font Size, Decrease	WD 147	'Decrease Font Size' button (HOME tab Font group)	Font button on mini toolbar	Font	CTRL+SHIFT+<
Font Size, Decrease 1 point	WD 80				CTRL+[
Font Size, Increase	WD 147	'Increase Font Size' button (HOME tab Font group)	Font button on mini toolbar	Font	CTRL+SHIFT+>
Font Size, Increase 1 point	WD 80				CTRL+]
Footnote, Change Format	WD 99	Footnote & Endnote Dialog Box Launcher			
Footnote, Delete	WD 99	Select note reference mark, Cut button (HOME tab Clipboard group)			CTRL+X
Footnote, Insert	WD 92	Insert Footnote button (REFERENCES tab Footnotes group)			ALT+CTRL+F
Footnote, Move	WD 99	Select note reference mark, Cut button (HOME tab Clipboard group); Paste button (HOME tab Clipboard group)			CTRL+X; CTRL+V
Formatting Marks	WD 6	'Show/Hide ¶' button (HOME tab Paragraph group)			CTRL+SHIFT+*
Go to a Page	WD 111	'Open the Navigation Pane' check box (VIEW tab Show group), PAGES tab	Page Number indicator on status bar, PAGES tab		CTRL+G
Graphic, Adjust Brightness and Contrast	WD 153	Corrections button (PICTURE TOOLS FORMAT tab Adjust group)	Format Picture, Picture button in Format Picture task pane		
Graphic, Change Border Color	WD 154	Picture Border arrow (PICTURE TOOLS FORMAT tab Picture Styles group)			
Graphic, Change Color	WD 151	Color button (PICTURE TOOLS FORMAT tab Adjust group)		Format Picture or Format Object, Picture Color button (Format Picture dialog box)	
Graphic, Flip	WD 157	Rotate Objects button (PICTURE TOOLS FORMAT tab Arrange group)			
Graphic, Move	WD 155		Drag graphic		
Graphic, Resize	WD 36	Shape Height and Shape Width boxes (PICTURE TOOLS FORMAT tab Size group)	Drag sizing handle	More Layout Options, Size tab (Layout dialog box)	
Graphic, Resize to % of Original	WD 150	Advanced Layout: Size Dialog Box Launcher (PICTURE TOOLS FORMAT tab Size group), enter height and width (Layout dialog box)	Layout Options button attached to graphic, See more link in Layout Options gallery, Size tab (Layout dialog box)	'Size and Position'	
Graphic, Set Transparent Color	WD 152	Color button (PICTURE TOOLS FORMAT tab Adjust group), 'Set Transparent Color' in Color gallery			

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Hanging Indent, Create	WD 108	Paragraph Dialog Box Launcher (HOME tab Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Drag Hanging Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+T
Hanging Indent, Remove	WD 80	Paragraph Dialog Box Launcher (HOME tab Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Drag Hanging Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+T
Header and Footer, Close	WD 77	'Close Header and Footer' button (HEADER & FOOTER TOOLS DESIGN tab Close group)	Double-tap or double-click dimmed document text		
Header, Switch to	WD 74	'Add a Header' button (INSERT tab Header & Footer group)	Double-tap or double-click dimmed header	Edit Header	
Hide/Show White Space	WD 102	Options (FILE tab), Display (Word Options dialog box)	Double-tap or double-click white space between pages		
Hyperlink, Convert to Regular Text	WD 163	'Add a Hyperlink' button (INSERT tab Links group)	Undo Hyperlink (AutoCorrect Options menu)	Remove Hyperlink	
Indent, Decrease	WD 80	Decrease Indent button (HOME tab Paragraph group)	Drag First Line Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+M
Indent, First-Line	WD 82	Paragraph Settings Dialog Box Launcher (HOME tab Paragraph group)	Drag 'First Line Indent' marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	TAB
Indent, Increase	WD 80	Increase Indent button (HOME tab Paragraph group)			CTRL+M
Insertion Point, Move Down/ Up One Line	WD 12				DOWN ARROW/ UP ARROW
Insertion Point, Move Down/ Up One Paragraph	WD 12				CTRL+DOWN ARROW/ CTRL+UP ARROW
Insertion Point, Move Down/ Up One Screen	WD 12				PAGE DOWN/ PAGE UP
Insertion Point, Move Left/ Right One Character	WD 12				LEFT ARROW/ RIGHT ARROW
Insertion Point, Move Left/ Right One Word	WD 12				CTRL+LEFT ARROW/ CTRL+RIGHT ARROW
Insertion Point, Move to Beginning/End of Document	WD 12				CTRL+HOME/ CTRL+END
Insertion Point, Move to Beginning/ End of Line	WD 12				HOME/ END

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Insertion Point, Move to Bottom of Document Window	WD 12				ALT+CTRL+PAGE DOWN/ ALT+CTRL+PAGE UP
Italicize	WD 25	Italic button (HOME tab Font group)	Italic button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+I
Justify Paragraph	WD 80	Justify button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+J
Left-Align Paragraph	WD 80	Align Left button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+L
Line Spacing, Change	WD 72	'Line and Paragraph Spacing' button (HOME tab Paragraph group)	Touch mode: 'Show Context button' on mini toolbar, Paragraph	Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context button' on mini toolbar, Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+[number of desired line spacing, i.e., 2 for double-spacing]
Mailing Label, Print	WD 187	Create Labels button (MAILINGS tab Create group)			
Margin Settings, Change	WD 140	Adjust Margins button (PAGE LAYOUT tab Page Setup group)	Drag margin boundary on ruler		
Microsoft Account, Sign Out Of	WD 45	Sign out link (FILE tab Account tab)			
Move Text	WD 49	Cut button (HOME tab Clipboard group); Paste button (HOME tab Clipboard group)	Drag and drop selected text	Cut, Paste	CTRL+X, CTRL+V
Nonbreaking Hyphen, Insert	WD 173				CTRL+SHIFT+HYPHEN
Nonbreaking Space, Insert	WD 172	'Insert a Symbol' button (INSERT tab Symbols group), More Symbols, Special Characters tab (Symbol dialog box)			CTRL+SHIFT+SPACEBAR
Normal Style, Apply	WD 165	No Spacing (HOME tab Styles group)			CTRL+SHIFT+S
Normal Style, Modify	WD 70	Styles Dialog Box Launcher (HOME tab Styles group), style arrow, Modify		Press and hold or right-click style (HOME tab Styles group), Modify	
Object, Change Position	WD 144	Position Object button (DRAWING TOOLS FORMAT tab Arrange group)	Layout Options button attached to graphic, See more link in Layout Options gallery		

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
On-Screen Keyboard, Display	WD 6		Touch mode: Touch Keyboard button on Windows taskbar		
Open a Document	WD 47	Open (FILE tab)			CTRL+O
Page Border, Add	WD 41	'Borders and Shading' button (DESIGN tab Page Background group)			
Page Break, Insert	WD 105	'Insert a Page Break' button (INSERT tab Pages group)			CTRL+ENTER
Page Number, Insert	WD 76	'Add Page Numbers' button (HEADER & FOOTER TOOLS DESIGN tab Header & Footer group)			
Paragraph Indent, Decrease	WD 80				CTRL+SHIFT+M
Paste	WD 112	Paste arrow (HOME tab Clipboard group)	Paste Options button by moved/copied text	Paste	CTRL+V
Paste Options	WD 156	Paste arrow (HOME tab Clipboard group)	Paste Options button by moved/copied text		
Paste Options Menu, Display	WD 113		Paste Options button by moved/copied text		
Picture Effects, Apply	WD 39	Picture Effects button (PICTURE TOOLS FORMAT tab Picture Styles gallery)		Format Picture or Format Object Touch mode: 'Show Context Menu' button on mini toolbar, Format Object or Format Picture on shortcut menu	
Picture Style, Apply	WD 38	More button in Picture Styles gallery (PICTURE TOOLS FORMAT tab Picture Styles group)		'Picture Quick Styles'	
Picture, Insert	WD 34	From File button (INSERT tab Illustrations group)			
Print Document	WD 51	Print button (FILE tab Print tab)			CTRL+P
Print Layout View	WD 53	Print Layout button (VIEW tab Views group)	Print Layout button on status bar		
Read Mode	WD 52	Read Mode button (VIEW tab Views group)	Read Mode button on status bar		
Read Mode, Change Color	WD 121	Page Color on View menu	Read Mode button on Status bar, Page Color on View menu		
Readability Statistics	WD 118	FILE tab Print tab, Proofing (Word Options dialog box)			
Redo	WD 24		Redo button on Quick Access Toolbar		CTRL+Y

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Remove Character Formatting	WD 80				CTRL+SPACEBAR
Remove Paragraph Formatting	WD 80				CTRL+Q
Remove Space after Paragraph	WD 80	'Line and Paragraph Spacing' button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+0 (zero)
Replace Text	WD 114	Replace button (HOME tab Editing group)			CTRL+H
Research Task Pane, Look Up Information	WD 119		ALT+click desired word		ALT+SHIFT+F7
Right-Align	WD 75	Align Right button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+R
Rulers, Display	WD 82	View Ruler check box (VIEW tab Show group)			
Save	WD 12	Save (FILE tab Save tab)	Save button on Quick Access Toolbar		
Save Document, Same File Name	WD 33	Save (FILE tab Save tab)	Save button on Quick Access toolbar		
Scroll, Up/Down One Line	WD 12		Tap or click scroll arrow at top/bottom of vertical scroll bar		
Scroll, Up/Down One Screen	WD 12		Tap or click above/below scroll box on vertical scroll bar		
Select Block of Text	WD 32		Click beginning, SHIFT+click end Touch mode: Drag selection handle(s)		
Select Character(s)	WD 32		Drag pointer through characters Touch mode: Drag selection handle(s)		SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Select Entire Document	WD 32	Select button arrow (HOME tab Editing group)	In left margin, triple-click		CTRL+A
Select Graphic	WD 32		Tap or click graphic		
Select Group of Words	WD 28		Drag pointer through words Touch mode: Drag selection handle(s)		CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW repeatedly

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Select Line	WD 16		Click in left margin Touch mode: Double-tap to left of line		SHIFT+DOWN ARROW
Select Multiple Lines	WD 32		Drag pointer in left margin Touch mode: Drag selection handle(s)		HOME, then SHIFT+DOWN ARROW; or END, then SHIFT+UP ARROW
Select Multiple Paragraphs	WD 32		Drag pointer in left margin Touch mode: Drag selection handle(s)		SHIFT+DOWN ARROW
Select Nonadjacent Items	WD 32		Select first item, hold down CTRL key while selecting item(s)		
Select Paragraph	WD 32		Triple-click paragraph		CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
Select Sentence	WD 32		CTRL-click		
Select Word	WD 32		Double-tap or double-click word		CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Select Words	WD 32		Drag pointer through words Touch mode: Drag selection handle(s)		CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW repeatedly
Shade Paragraph	WD 21	Shading arrow (HOME tab Paragraph group)			
Shape, Add Text	WD 146			Add Text Edit Text button on mini toolbar	
Shape, Apply Style	WD 145	More button in Shape Styles gallery (DRAWING TOOLS FORMAT tab Shape Styles group)	'Shape Quick Styles' on mini toolbar		
Shape, Insert	WD 142	'Draw a Shape' button (INSERT tab Illustrations group)			
Single-Space Lines	WD 80	'Line and Paragraph Spacing' button (HOME tab Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+1
Small Caps	WD 80	Font Dialog Box Launcher HOME Tab Font group), Font tab (Font dialog box)			CTRL+SHIFT+K
Source, Edit	WD 96		Tap or click citation, Citation Options arrow, Edit Source		
Source, Modify	WD 109	Manage Sources button (REFERENCES tab Citations & Bibliography group), Edit button			

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Space after Paragraph, Remove	WD 80	'Line and Paragraph Spacing' button (HOME tab Paragraph group)		Paragraph Touch mode: 'Show Context Menu' on mini toolbar, Paragraph	
Spelling and Grammar, Check at Once	WD 116	'Spelling & Grammar' button (REVIEW tab Proofing group)	'Spelling and Grammar Check' icon on status bar, Spelling	Spelling	F7
Spelling, Check as You Type	WD 10		Tap or click word, 'Spelling and Grammar Check' icon on status bar	Press and hold or right-click error, tap or click correct word on shortcut menu	
Style, Apply	WD 105	Style name in Quick Styles gallery (HOME tab Styles group)			CTRL+SHIFT+S, Style Name arrow
Style, Modify	WD 70	Styles Dialog Box Launcher (HOME tab Styles group), select [style name], Modify		Modify	ALT+CTRL+SHIFT+S
Style, Update to Match Selection	WD 73	Styles Dialog Box Launcher (HOME tab Styles group), 'Update Normal to Match Selection'		'Update Normal to Match Selection'	ALT+CTRL+SHIFT+S
Subscript	WD 80	Subscript button (HOME tab Font group)		Font, Font tab (Font dialog box)	CTRL+EQUAL SIGN
Superscript	WD 80	Superscript button (HOME tab Font group)		Font, Font tab (Font dialog box)	CTRL+SHIFT+PLUS SIGN
Symbol, Insert	WD 158	'Insert a Symbol' button (INSERT tab Symbols group)			
Synonym, Find and Insert	WD 116	Thesaurus button (REVIEW tab Proofing group)		Tap or click desired synonym on Synonym submenu Touch Mode: 'Show Context Menu' button on mini toolbar, Synonyms on shortcut menu	SHIFT+F7
Tab Stops, Set Custom	WD 167	Paragraph Dialog Box Launcher (HOME tab Paragraph group), Tabs button (Paragraph dialog box)	Click desired tab stop on ruler		
Table, Align Data in Cells	WD 80	Align [location] button (TABLE TOOLS LAYOUT tab Alignment group)			
Table, Apply Style	WD 177	More button in Table Styles gallery (TABLE TOOLS DESIGN tab Table Styles group)			
Table, Center	WD 180	Select table, Center button (HOME tab Font group)	Select table, Center button on mini toolbar		
Table Columns, Resize to Fit Table Contents	WD 178	AutoFit button (TABLE TOOLS LAYOUT tab Cell Size group)	Double-click column boundary	AutoFit	
Table, Delete Cell Contents	WD 184	Cut button (HOME tab Clipboard group)			Select cell contents, DELETE or BACKSPACE

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Table, Delete Entire	WD 184	Delete Table button (TABLE TOOLS LAYOUT tab Rows & Columns group)			
Table, Delete Row or Column	WD 184	Delete Table button (TABLE TOOLS LAYOUT tab Rows & Columns group)		Select row/column, Delete Rows or Delete Columns	
Table, Insert	WD 174	'Add a Table' button (INSERT tab Tables group)			
Table, Insert Column	WD 182	'Insert Columns to the Left/Right' button (TABLE TOOLS LAYOUT tab Rows & Columns group)		Insert	
Table, Insert Row	WD 181	'Insert Rows Above/Below' button (TABLE TOOLS LAYOUT Tab Rows & Columns group)	Tap or click desired Insert Control	Insert	
Table, Merge Cells	WD 182	Merge Cells button (TABLE TOOLS LAYOUT tab Merge group)		Merge Cells	
Table, Resize	WD 182	'Table Column Width' or 'Table Row Height' boxes (TABLE TOOLS LAYOUT tab Cell Size group)	ALT-drag markers on ruler		
Table, Select Cell	WD 179	Select Table button (TABLE TOOLS LAYOUT tab Table group)	Tap or click left edge of cell		
Table, Select Column	WD 178	Select Table button (TABLE TOOLS LAYOUT tab Table group)	Click top border of column		
Table, Select Entire	WD 179	Select Table button (TABLE TOOLS LAYOUT tab Table group)	Tap or click table move handle		
Table, Select Multiple Cells, Rows, or Columns, Adjacent	WD 179		Drag through cells, rows, or columns		
Table, Select Next Cell	WD 179				TAB
Table, Select Previous Cell	WD 179				SHIFT+TAB
Table, Select Row	WD 179	Select button (TABLE TOOLS LAYOUT tab Table Group)	Tap or click to left of row		
Table, Split	WD 183	Split Table button (TABLE TOOLS LAYOUT tab Merge group)			
Table, Split Cells	WD 183	Split Cells button (TABLE TOOLS LAYOUT tab Merge group)		Split Cells	

Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Text Effect, Apply	WD 20	'Text Effects and Typography' button (HOME tab Font group)		Font Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	
Text Wrapping, Change	WD 145	Wrap Text button (DRAWING TOOLS FORMAT tab Arrange group)	Tap or click Layout Options button on graphic	Wrap Text	
Theme Colors, Change	WD 31	Theme Colors button (DESIGN tab Document Formatting group)			
Underline	WD 29	Underline button (HOME tab Font group)	Underline button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+U
Underline Words, Not Spaces	WD 80	Font Dialog Box Launcher (HOME tab Font group), Font tab (Font dialog box), Underline style arrow			CTRL+SHIFT+W
Undo	WD 24		Undo button on Quick Access Toolbar		CTRL+Z
Zoom 100%	WD 37	100% button (VIEW tab Zoom group)			
Zoom Document	WD 35	Zoom button (VIEW tab Zoom group)	Zoom Out or Zoom In button or Zoom level button on status bar Touch mode: Pinch or stretch		
Zoom Multiple Pages	WD 120	Multiple Pages button (VIEW tab Zoom group)			
Zoom One Page	WD 30	One Page button (VIEW tab Zoom group)			
Zoom Page Width	WD 7	Page Width button (VIEW tab Zoom group)			

Microsoft PowerPoint 2013 Quick Reference Summary

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Animation, Add	PPT 176	ANIMATIONS tab Animation group			
Animation, Add to Existing	PPT 177	Add Animation button (ANIMATIONS tab Advanced Animation group)			
Animation, Change Direction	PPT 177	Effect Options button (ANIMATIONS tab Animation group)			
Animation, Delete	PPT 179				Tap or click number associated with animation, DELETE

Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Animation, Modify Timing	PPT 180	ANIMATIONS tab Timing group			
Animation, Preview Sequence	PPT 180	Preview button (ANIMATIONS tab Preview group)		Play Selected button (Animation task pane)	
Audio File, Insert	PPT 170	Audio button (INSERT tab Media group)			
Audio Options, Add	PPT 172	AUDIO TOOLS PLAYBACK tab Audio Options group)			
Clip Object, Delete	PPT 163	Cut button (HOME tab Clipboard group)		Cut	
Clip Object, Change Color	PPT 161	Shape Fill arrow (DRAWING TOOLS FORMAT tab Shape Styles group)		Fill button; or Format Shape, Fill & Line icon, FILL, Solid fill, Color button (Format Shape task pane)	
Copy	PPT 101, PPT 166	Copy button (HOME tab Clipboard group)		Copy	CTRL+C
Document Properties, Change	PPT 48	Properties button (FILE tab Info tab)			
Document Properties, Print	PPT 122	FILE tab, Print tab, Print All Slides button, Document Info, Print button			
Document Theme, Change Color Variant	PPT 5	Choose color variant (DESIGN tab Variants group)			
Document Theme, Choose	PPT 5	FILE tab, New tab; More button (DESIGN tab Themes group)			
Exit PowerPoint	PPT 55	Exit (FILE tab)	Close button on title bar	Right-click PowerPoint app button on taskbar, click Close window	ALT+F4 or CTRL+Q
Font Size, Decrease	PPT 100	Decrease Font Size button or Font Size arrow (HOME tab Font group)	Decrease Font Size button or Font Size arrow on mini toolbar	Font, Size arrows (Font dialog box)	CTRL+SHIFT+LEFT CARET (<)
Font Size, Increase	PPT 12	Increase Font Size button or Font Size arrow (HOME tab Font group)	Increase Font Size button or Font Size arrow on mini toolbar	Font, Size arrows (Font dialog box)	CTRL+SHIFT+RIGHT CARET (>)
Font, Change	PPT 98	Font arrow or Font dialog box launcher (HOME tab Font group)	Font arrow on mini toolbar	Font	CTRL+SHIFT+F
Font, Change Color	PPT 13	Font Color button or Font Color arrow or Font dialog box launcher (HOME tab Font group)	Font Color button or Font Color arrow on mini toolbar	Font, Font Color button on Font tab (Font dialog box)	CTRL+SHIFT+F

Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Format Painter, Use	PPT 101	Double-click Format Painter button (HOME tab Clipboard group), select text with format you want to copy, select text to apply previously selected format; press ESC to turn off Format Painter	Format Painter button on mini toolbar		
Handout, Print	PPT 188	Full Page Slides button (FILE tab Print tab), select layout in Handouts section, tap or click Print button			CTRL+P
Illustration, Regroup	PPT 165	Group button, Regroup command (DRAWING TOOLS FORMAT tab Arrange group)		Group, Regroup	
Illustration, Ungroup	PPT 160	Group button, Ungroup command (PICTURE TOOLS FORMAT tab Arrange group), click Yes to convert to Microsoft Office drawing, click DRAWING TOOLS FORMAT tab, Group button, Ungroup		Group, Ungroup	CTRL+SHIFT+G
Illustration, Placeholder, or Shape, Move	PPT 39, PPT 155		Drag		ARROW KEYS move selected image in small increments
List Level, Increase	PPT 19	Increase List Level button (HOME tab Paragraph group)	Increase List Level button on mini toolbar		TAB
List Level, Decrease	PPT 19	Decrease List Level button (HOME tab Paragraph group)	Decrease List Level button on mini toolbar		SHIFT+TAB
Move to Another Slide in Normal View	PPT 29		Next Slide or Previous Slide buttons on vertical scroll bar; drag scroll box on vertical scroll bar; click slide thumbnail in Thumbnail pane Touch Mode: Tap desired slide in Thumbnail pane		PAGE DOWN (next slide); PAGE UP (previous slide)
Move to Another Slide in Slide Show View	PPT 50		Click to display next slide; click Next Slide or Previous Slide icons on Slide Show toolbar Touch Mode: Swipe forward or backward on slide		PAGE DOWN (next slide); PAGE UP (previous slide); RIGHT ARROW or DOWN ARROW (next slide); LEFT ARROW or UP ARROW (previous slide)
Notes, Add	PPT 115		Notes icon on status bar; type notes in Notes pane		
Notes, Print	PPT 121	FILE tab, Print tab, tap or click Notes Pages (Print Layout area), tap or click Print button			CTRL+P
Open Presentation	OFF 54	Open (FILE tab)			CTRL+O
Paste	PPT 101, PPT 166	Paste button (HOME tab Clipboard group)		Paste	CTRL+V
Picture, Add an Artistic Effect	PPT 152	Artistic Effects button (PICTURE TOOLS FORMAT tab Adjust group)		Format Picture, Effects icon, ARTISTIC EFFECTS (Format Picture pane)	

Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Picture, Add Border	PPT 88	Picture Border arrow (PICTURE TOOLS FORMAT tab Picture Styles group)			
Picture, Change	PPT 85	Change Picture button (PICTURE TOOLS FORMAT tab Adjust group)		Change Picture	
Picture, Color or Recolor	PPT 150	Color button (PICTURE TOOLS FORMAT tab Adjust group)		Format Picture, Picture icon, PICTURE COLOR (Format Picture pane)	
Picture, Correct	PPT 87	Corrections button (PICTURE TOOLS FORMAT tab Adjust group)	Picture Corrections Options (Corrections gallery)	Format Picture, Picture Corrections (Format Picture dialog box)	
Picture, Insert	PPT 31	Pictures button or Online Pictures button (INSERT tab Images group)	Pictures icon or Online Pictures icon in slide		
Picture, Move	PPT 39		Drag		ARROW keys to move in small increments
Picture Border, Change Color or Weight	PPT 88–89	Picture Border arrow (PICTURE TOOLS FORMAT tab Picture Styles group)		Format Picture, Fill & Line, Line (Format Picture pane)	
Picture Effects, Apply	PPT 90	Picture Effects button (PICTURE TOOLS FORMAT tab Picture Styles group)		Format Picture, Effects (Format Picture pane)	
Picture Style, Apply	PPT 87	More button (PICTURE TOOLS FORMAT tab Picture Styles group)			
Placeholder, Delete	PPT 156			Cut	select placeholder, DELETE or BACKSPACE
Placeholder, Move	PPT 155		Drag		
Placeholder, Resize	PPT 154		Drag sizing handles		
Print a Presentation	PPT 52	Print button (FILE tab Print tab)			CTRL+P
Resize	PPT 36, PPT 93, PPT 175	Enter height and width values (PICTURE TOOLS FORMAT tab Size group or DRAWING TOOLS FORMAT tab Size group or VIDEO TOOLS FORMAT tab Size group)	Drag sizing handles	Format Picture or Format Shape or Format Video, Size & Properties icon	
Run PowerPoint	OFF 46, PPT 4		PowerPoint 2013 tile on Start menu; search for PowerPoint 2013 using Search charm on Charms bar		
Save a Presentation	PPT 82	Save (FILE tab)	Save button on Quick Access toolbar		CTRL+S or SHIFT+F12
Save a Presentation with a New Name	PPT 15	Save As (FILE tab)			
Shape, Add	PPT 92, PPT 94	Shapes button (Insert tab Illustrations group); Shapes More button (HOME tab Drawing group) or DRAWING TOOLS FORMAT tab Insert Shapes group			

Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Shape, Apply Style	PPT 95	Quick Styles button (HOME tab Drawing group); Shape Styles More button or Format Shape dialog box launcher (DRAWING TOOLS FORMAT tab Shape Styles group)		Format Shape	
Slide, Add	PPT 15	New Slide button (HOME tab Slides group)		New Slide	CTRL+M
Slide, Arrange	PPT 42	Slide Sorter button (VIEW tab Presentation Views group), drag thumbnail to new position	Drag slide in Thumbnail pane to new position, click Slide Sorter icon on status bar, drag thumbnail to new position		
Slide, Delete	PPT 79			Delete (touch screen) or Delete Slide	DELETE
Slide, Duplicate	PPT 41	New Slide arrow (HOME tab Slides group), Duplicate Selected Slides		Duplicate Slide	
Slide, Format Background	PPT 109–111	Format Background button (DESIGN tab Customize group)		Format Background (Format Background pane)	
Slide, Insert Picture as Background	PPT 108	Format Background button (DESIGN tab Customize group)		Format Background, Picture or Texture Fill, Insert from File (Format Background pane)	
Slide, Select Layout	PPT 23	Layout button or New Slide arrow (HOME tab Slides group)			
Slide Number, Insert	PPT 118	Insert Slide Number button (INSERT tab Text group) or Header & Footer button (INSERT tab Text group), click Slide number check box			
Slide Show, Start	PPT 49	Slide Show button (SLIDE SHOW tab Start Slide Show group)	Slide Show button on status bar; 'Start from Beginning' button in Quick Access toolbar		F5
Slide Show, End	PPT 51		Tap or click black ending slide	End Show	ESC or HYPHEN
Spelling, Check	PPT 117	Spelling button (REVIEW tab Proofing group)	Spell Check icon on status bar	Spelling (or click correct word on shortcut menu)	F7
Stacking Order, Change	PPT 153	Bring Forward or Send Backward button (PICTURE TOOLS FORMAT tab Arrange group)		Send to Back or Bring to Front	
Synonym, Find and Insert	PPT 114	Thesaurus button (REVIEW tab Proofing group)		Synonyms	SHIFT+F7
Text, Add Animation	PPT 183	More button, ANIMATIONS tab Animation group			
Text, Add Shadow	PPT 100	Text Shadow button (HOME tab Font group)			

Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Text, Align Horizontally	PPT 154	Align Text buttons (HOME tab Paragraph group)	Align Text buttons on mini toolbar; Paragraph dialog box launcher (HOME tab Paragraph group), Indents and Spacing tab (Paragraph dialog box), Alignment arrow	Paragraph, Indents and Spacing tab (Paragraph dialog box), Alignment arrow	CTRL+R (right), CTRL+L (left), CTRL+E (center)
Text, Bold	PPT 21	Bold button (HOME tab Font group)	Bold button on mini toolbar	Font, Font tab (Font dialog box), Font style arrow, Bold	CTRL+B
Text, Change Color	PPT 13	Font Color button or Font Color arrow or Font dialog box launcher (HOME tab Font group)	Font Color button or Font Color arrow on mini toolbar	Font, Font Color button (Font dialog box)	CTRL+SHIFT+F
Text, Delete	PPT 43	Cut button (HOME tab Clipboard group)		Cut	DELETE or CTRL+X or BACKSPACE
Text, Find and Replace	PPT 113	Replace button (HOME tab Editing group)			CTRL+H
Text, Italicize	PPT 11	Italic button (HOME tab Font group)	Italic button on mini toolbar	Font, Font style arrow (Font dialog box), Italic	CTRL+I
Text, Select	PPT 11		Drag to select; double-click to select word; triple-click to select paragraph Touch Mode: Tap to position insertion point and drag selection handles		CTRL+SHIFT+RIGHT ARROW (select word); CTRL+SHIFT+DOWN ARROW (select paragraph)
Text Box, Add	PPT 156	Text Box button (INSERT tab Text group)			
Theme, Change	PPT 26, PPT 185	More button (DESIGN tab Themes group)			
Theme, Download	PPT 77	Choose category from Suggested searches (FILE tab, New tab), choose theme, tap or click Create button			
Theme Colors, Change	PPT 187	More button (DESIGN tab Variants group), Colors			
Transition, Add	PPT 45	More button (TRANSITIONS tab Transition to This Slide group)			ALT+A, T
Transition, Change Duration	PPT 46	Duration box or arrows (TRANSITIONS tab Timing group)			
Transparency, Change	PPT 109	Background Styles button (DESIGN tab Background group), Format Background, move Transparency slider		Format Background, Transparency slider	
Undo Changes	PPT 8		Undo button (Quick Access toolbar)		CTRL+Z
Video File, Insert	PPT 167	Video button (INSERT tab Media group)	Insert Video icon in slide		

Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Video File, Trim	PPT 169	Trim Video button (VIDEO TOOLS PLAYBACK tab Editing group), drag video start/end points or edit Start Time and End Time boxes		Trim	
Video Options, Add	PPT 170	VIDEO TOOLS PLAYBACK tab Video Options group		Format Video, Video icon (Format Video task pane), VIDEO, Presets button	
Video Style, Add	PPT 173	More button (VIDEO TOOLS FORMAT tab Video Styles group)			
View, Change	PPT 157	View buttons (VIEW tab Presentation Views group)	View buttons on status bar (Normal, Slide Sorter, Reading View, Slide Show)		
WordArt, Add Text Effects	PPT 104	Text Effects button (DRAWING TOOLS FORMAT tab WordArt Styles group)			
WordArt, Apply Text Fill	PPT 106	Text Fill arrow (DRAWING TOOLS FORMAT tab WordArt Styles group)			
WordArt, Change Outline Color or Weight	PPT 106–107	Text Outline arrow (DRAWING TOOLS FORMAT tab WordArt Styles group)			
WordArt, Insert	PPT 103	WordArt button (INSERT tab Text group)			
Zoom for Viewing Slides	PPT 10	Zoom button (VIEW tab Zoom group)	Zoom slider on status bar; Zoom In or Zoom Out buttons on Zoom slider; change percentage in Zoom level box on left side of slider Touch Mode: Pinch two fingers to zoom out; stretch two fingers apart to zoom in		

Microsoft Excel 2013 Quick Reference Summary					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Accounting Number Format, Apply	EX 32	'Accounting Number Format' button (HOME tab Number group)	'Accounting Number Format' button on mini toolbar	Format Cells	CTRL+SHIFT+DOLLAR SIGN (\$)
Auto Fill	EX 16	Fill button (HOME tab Editing group)	Drag fill handle		
Average	EX 86	Sum arrow (HOME tab Editing group) or (FORMULAS tab Function Library)	Insert Function box in formula bar, AVERAGE in 'Select a function' list, OK button, select range, OK button		Type =av , DOWN ARROW, ENTER
Axis Title, Add to Chart	EX 174		Chart Elements button on chart, Axis Titles		

Microsoft Excel 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Background Color	EX 93	Fill Color arrow (HOME tab Font group)		Format Cells, Fill tab (Format Cells dialog box)	CTRL+1
Bold	EX 26	Bold button (HOME tab Font group)	Bold button on mini toolbar	Format Cells	CTRL+B
Border, Add	EX 93	Borders arrow (HOME tab Font group)			
Cell Style	EX 24	Cell Styles button (HOME tab Styles group)			
Chart Filter, Apply	EX 174		Chart Filters button on chart		
Chart Style, Apply	EX 40		Chart Styles button		
Chart Style, Change	EX 176	More button (CHART TOOLS DESIGN tab Chart Styles group)			
Chart, Add	EX 38	'Insert Pie or Doughnut Chart' button (INSERT tab Charts group)			
Chart, Move to New Sheet	EX 41	Move Chart button (CHART TOOLS DESIGN tab Location group)			
Chart, Sparkline	EX 160	Line Sparkline button (INSERT tab Sparklines group)			
Clear Cell Entries	EX 52	Clear button (HOME tab Editing group)	Drag fill handle back into selected range	Clear Contents	
Clear Entire Worksheet	EX 52	Clear button (HOME tab Editing group), Clear All			
Column Width, Adjust	EX 34		Double-tap or double-click boundary or drag boundary	Column Width	
Column, Insert	EX 145	Insert Cells arrow (HOME tab Cells group)		Insert	CTRL+SHIFT+PLUS SIGN (+)
Comma Style, Apply	EX 32	Comma Style button (HOME tab Number group)		Format Cells, Number tab	
Conditional Formatting	EX 100	Conditional Formatting button (HOME tab Styles group)			
Copy and Paste	EX 16	Copy button (HOME tab Clipboard Group), select destination, Paste button (HOME tab Clipboard group)	Drag fill handle	Copy, select destination, Paste Touch mode: 'Show Context Menu' button on mini toolbar, Copy, select destination, Paste	CTRL+drag or CTRL+C; CTRL+V
Currency Style, Apply	EX 98	Number Format Dialog Box Launcher (HOME tab Number group), Currency in Category list (Format Cells dialog box)		Format Cells, Number tab	

Microsoft Excel 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Data Labels, Add to Chart	EX 173		Chart Elements button on chart, Data Labels		
Date, Format	EX 96			Format Cells	
Date, Insert	EX 148	'Date & Time' button (FORMULAS tab Function Library group)	Insert Function box in formula bar, 'Or select a category' arrow (Insert Function dialog box)		CTRL+SEMICOLON (;)
Document Properties, Change	EX 44	Properties button (FILE tab Info tab)			
Entry, Complete	EX 7		Tap or click Enter box in formula bar		ENTER or ARROW keys
Fit on One Page	EX 115	Page Setup Dialog Box Launcher (PAGE LAYOUT tab Page Setup group), Fit to (Page Setup dialog box)			
Font Color, Change	EX 28	Font Color arrow (HOME tab Font group)	Font Color arrow on mini toolbar	Format Cells	
Font Size, Increase	EX 27	Font Size arrow (HOME tab Font group) or 'Increase Font Size' button (HOME tab Font group)	Font Size arrow on mini toolbar	Format Cells	
Font, Change	EX 25	Font arrow (HOME tab Font group)	Font arrow on mini toolbar Touch mode: 'Show Context Menu' button on mini toolbar, Format Cells	Format Cells	
Format Painter	EX 168	Format Painter button (HOME tab Clipboard group)			
Formulas Version, Display	EX 115				CTRL+ACCENT MARK (`)
Freeze Panes	EX 185	Freeze Panes button (VIEW tab Window group), Freeze Panes			
Goal Seek	EX 188	'What-If Analysis' button (DATA tab Data Tools group), Goal Seek			
Header, Add	EX 110	Header & Footer button (INSERT tab text group)	Page Layout button on status bar, tap or click in header area		
Indent	EX 140	Increase Indent button (HOME tab Alignment group)		Format Cells Touch Mode: 'Show Context Menu' button on mini toolbar, Format Cells	
Magnify or Shrink View	EX 182	Zoom button (VIEW tab Zoom group)	Zoom In or Zoom Out button on status bar		

Microsoft Excel 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Margins, Change	EX 110	Adjust Margins button (PAGE LAYOUT tab Page Setup group)			
Maximum, Determine	EX 48	Sum arrow (HOME tab Editing group), Max	Insert Function box in formula bar, Statistical category, MAX	Maximum on Customize Status Bar shortcut menu	=max
Merge and Center	EX 29	'Merge & Center' button (HOME tab Alignment group)			
Minimum, Determine	EX 84	Sum arrow (HOME tab Editing group), Min	Insert Function box in formula bar, Statistical category, MIN		=min
Orientation, Change	EX 110	'Change Page Orientation' button (PAGE LAYOUT tab Page Setup group)			
Page Layout View	EX 48		Page Layout button on status bar		
Percent Style Format, Apply	EX 99	Percent Style button (HOME tab Number group)		Format Cells, Number tab (Format Cells dialog box)	CTRL+SHIFT+%
Print	EX 46	Print button (FILE tab Print tab)			CTRL+P
Print Scaling, Change Back to 100%	EX 117	Page Setup Dialog Box Launcher (PAGE LAYOUT tab Page Setup group), Adjust to (Page Setup dialog box)			
Print Section of Worksheet	EX 114	Print Selection option (FILE tab Print tab)			
Range Finder	EX 89		Double-tap or double-click cell		
Redo	EX 51		Redo button on Quick Access Toolbar		CTRL+Y
Reorder Sheet Tabs	EX 180		Drag sheet tab	Move or Copy	
Rotate Text	EX 135	Alignment Settings Dialog Box Launcher (HOME tab Alignment group)			
Row Height, Adjust	EX 106		Drag row boundary	Row Height	
Row, Insert	EX 144	Insert Cells arrow (HOME tab Cells group)		Insert	CTRL+SHIFT+PLUS SIGN (+)
Select Adjacent Cell	EX 36				ARROW
Select All Data in a Cell	EX 51		Double-tap or double-click (if no spaces in data)		
Select Cell One Window Down	EX 36				PAGE DOWN

Microsoft Excel 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Select Cell One Window Up	EX 36				PAGE UP
Select Cell One Worksheet Window to the Left	EX 36				ALT+PAGE UP
Select Cell One Worksheet Window to the Right	EX 36				ALT+PAGE DOWN
Select First Cell in Worksheet	EX 36				CTRL+HOME
Series, Create	EX 137	Fill button (HOME tab Editing group)	Drag fill handle		
Sheet Tab Color, Change	EX 43			Tab Color	
Sheet Tab Name, Change	EX 43		Double-tap or double-click sheet tab		
Spelling, Check	EX 108	Spelling button (REVIEW tab Proofing group)			F7
Sum	EX 14	Sum button (HOME tab Editing group)	Insert Function button in formula bar, select SUM in 'Select a function' list		ALT+EQUAL SIGN (=) twice
Theme, Apply	EX 91	Themes button (PAGE LAYOUT tab Themes group)			
Undo	EX 51		Undo button on Quick Access Toolbar		
Unfreeze Panes	EX 187	Freeze Panes button (VIEW tab Window group), Unfreeze Panes			
Window, Remove Panes	EX 185		Double-tap or double-click intersection of split bars		
Window, Split into Panes	EX 184	Split button (VIEW tab Window group)			

Microsoft Access 2013 Quick Reference Summary

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Advanced Filter/Sort, Use	AC 151	Advanced button (HOME tab Sort & Filter group), Advanced Filter/Sort			
Append Query, Use	AC 162	Append button (QUERY TOOLS DESIGN Tab Query Type group)			
Ascending Button, Use to Order Records	AC 187	Select field, Ascending button (HOME tab Sort & Filter group)	Sort A to Z (for ascending) or Sort Z to A (for descending)		
Back up Database	AC 56	FILE tab, Save As tab, 'Back Up Database', Save As button			
Calculated Field in Query, Use	AC 112			Press and hold or right-click field row, Zoom	
Calculated Field, Create	AC 158		In Design view, create new field, tap or click Data Type arrow, tap or click Calculated		
Caption, Change	AC 114	Property Sheet button (DESIGN tab Show/Hide group), Caption box	Select field in design grid, tap or click Properties on shortcut menu	Press and hold or right-click field in design grid, tap or click Properties on shortcut menu	
Close Object	AC 20		Close button for object	Close	
Collection of Legal Values, Specify	AC 165		In Design view, enter values in Validation Rule property box in Field Properties pane		
Colors and Font, Change in Datasheet	AC 177	Font Color arrow (HOME tab Text Formatting group)			
Column, Resize	AC 28		Double-click or double-tap right boundary of field selector in datasheet	Press and hold or right-click field name, Field Width	
Common Filter, Use	AC 148			Arrow for field, point to Text Filters	
Compact Database	AC 57	FILE tab, Info tab in Backstage view, 'Compact & Repair Database' button			
Comparison Operator, Use	AC 90		Create query, enter comparison operator on Criteria row		
Compound Criterion Involving AND, Use	AC 91				Place criteria on same line
Compound Criterion Involving OR, USE	AC 92				Place criteria on separate lines
Criteria, Use in Calculating Statistics	AC 117	Totals button (QUERY TOOLS DESIGN tab Show/Hide group), Total arrow, tap or click calculation			
Criterion, Use in a Query	AC 43		In Design View, tap or click Criteria row, enter criterion		

Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Crosstab Query, Create	AC 119	Query Wizard button (CREATE tab Queries group), Crosstab Query Wizard			
Data, Export to Excel	AC 107	Excel button (EXTERNAL DATA tab Export group)	Select object in Navigation Pane, tap or click Export		
Data, Import	AC 33	Button for imported data format (EXTERNAL DATA tab Import & Link group)			
Data, Sort in Query	AC 94	Select field in design grid, tap or click Sort row, tap or click Sort arrow, select order			
Database Properties, Change	AC 55	View and edit database properties link (FILE tab Info tab)			
Database, Create	AC 6	Blank desktop database thumbnail (FILE tab New tab)			
Database, Create using Template	AC 7		FILE tab, New tab, select template		
Default Value, Specify	AC 164		In Design view, select field in upper pane, enter value in Default Value property box in Field Properties pane		
Delete Object	AC 58			Delete	
Delete Query, Use	AC 161		Create query, Delete button (QUERY TOOLS DESIGN tab Results group)	Press and hold or right-click any open area in upper pane, point to Query Type, tap or click Delete Query	
Design Grid, Clear	AC 93		In Design view, select all columns, tap or click DELETE		
Duplicate Records, Find	AC 187	Query Wizard button (CREATE tab Queries group), 'Find Duplicates Query Wizard'			
Duplicates, Omit	AC 94	In Design view, Property Sheet button (QUERY TOOLS DESIGN tab Show/Hide group), tap or click Unique Values property, tap or click Yes			
Exit Access	AC 24		Close button on right side of title bar		
Field Contents, Change	AC 168		In Datasheet view, tap or click in field, enter data		
Field in Query, Add to Design Grid	AC 79		Double-click or double-tap field in field list		
Field, Add New	AC 154	In Design view, Insert Rows button (TABLE TOOLS DESIGN tab Tools group)			Design View, INSERT
Field, Delete	AC 158		In Design view, tap or click row selector for field, DELETE		

Microsoft Access 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Field, Move	AC 154		In Design view, tap or click row selector for field to move, drag to new position		
Filter By Form, Use	AC 150	Advanced button (HOME tab Sort & Filter group), 'Clear All Filters', Advanced button, 'Filter By Form'			
Filter By Selection, Use	AC 157	Selection button (HOME tab Sort & Filter group) select criterion			
Filter, Clear	AC 148	Advanced button (HOME tab Sort & Filter group), 'Clear All Filters'			
Filter, Toggle	AC 148	Toggle Filter button (HOME tab Sort & Filter group)			
Form for Query, Create	AC 105	Select query, Form button (CREATE tab Forms group)			
Form, Create	AC 45	Form button (CREATE tab Forms group)			
Format, Specify	AC 165		In Design view, select field, tap or click Format property box in field grid, enter format		
Gridlines, Change in Datasheet	AC 176	Gridlines button (HOME tab Text Formatting group)			
Grouping, Use	AC 118		Create query, select Group By in Total row, select field to group by		
Join Properties, Change	AC 101			In Design view, press and hold or right-click join line, click Join Properties	
Lookup Field, Create	AC 154		In Design view, select Data Type column for field, Data Type arrow, Lookup Wizard		
Make-Table Query, Use	AC 162	Create query, Make Table button (QUERY TOOLS DESIGN tab Query Type group)			
Multiple Keys, Sort on	AC 96		Assign two sort keys in design grid		
Multivalued Field, Query Showing Multiple Values on a Single Row	AC 179		Create query with specified fields		
Multivalued Lookup Field, Use	AC 170		In Datasheet view, tap or click field, tap or click check boxes, OK		
Navigation Pane, Customize	AC 122		Navigation Pane arrow		
Number Criterion, Use	AC 89		Create query, select table, enter number as criterion in field grid		

Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Open Database	AC 25	Open button (FILE tab)			
Open Table	AC 21		Double-click or double-tap table in Navigation Pane	Press and hold or right-click table in Navigation Pane, tap or click Open	
Parameter Query, Create	AC 87		In Design view, type parameter in square brackets in criterion row of field grid, Run button (QUERY TOOLS DESIGN tab Results group)		
Parameter Query, Use	AC 87			Right-click or press and hold query in Navigation Pane, tap or click Open	
Preview or Print Object	AC 30	Print or Print Preview button (FILE tab Print tab)			CTRL+P, ENTER
Primary Key, Modify	AC 11	Select field, Data Type arrow (TABLE TOOLS FIELDS tab Formatting group), select data type			
Query, Create in Design View	AC 78	Query Design button (CREATE tab Queries group)			
Query, Create using Simple Query Wizard	AC 40	Query Wizard button (CREATE tab Queries group)			
Query, Export	AC 107		Select query in Navigation Pane, application button (EXTERNAL DATA tab Export group)	Press and hold or right-click query in Navigation Pane, Export	
Range, Specify	AC 164		In Design view, select field, enter rule in Validation Rule property box in Field Properties pane		
Record, Add using a Form	AC 143	New button (HOME tab Records Group)	'New (blank) record' button in Navigation buttons	Open, tap or click in field	CTRL+PLUS SIGN (+)
Record, Delete	AC 145	Delete arrow (HOME tab Records group), Delete Record	In Datasheet view, tap or click record selector, DELETE		DELETE
Record, Search for	AC 143	Find button (HOME tab Find group)			CTRL+F
Record, Update	AC 143		In Form view, change desired data		In Datasheet, select field and edit
Records in a Join, Restrict	AC 111		In Design view, enter criterion for query		
Referential Integrity, Specify	AC 182	Relationships button (DATABASE TOOLS tab Relationships group)			

Microsoft Access 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Rename Object	AC 58			Press and hold or right-click object in Navigation Pane, Rename, enter new name, press ENTER	
Report Column Headings, Modify	AC 50			Press and hold or right-click field name, Rename Field	
Report, Create	AC 48	Report button (CREATE tab Reports group)			
Required Field, Specify	AC 163		In Design view, select field, Required property box in Field Properties pane, down arrow, Yes		
Run Access	AC 5		Access 2013 tile on Windows Start screen or display Charms bar, tap or click Search charm, type Access, tap or click Access 2013		
Save Object	AC 16	FILE tab, Save	Save button on Quick Access Toolbar		CTRL+S
Save Object As	AC 45	FILE tab, Save As tab, 'Save Object As', Save As button			
Split Form, Create	AC 141	Select table in Navigation Pane, More Forms button (CREATE tab Forms group), Split Form button			
Statistics, Calculate	AC 115	Create query, Totals button (QUERY TOOLS DESIGN tab Show/Hide group), tap or click Total row, tap or click Total arrow, select calculation			
Subdatasheet, Use	AC 185		In Datasheet view, plus sign in front of row		
Table, Modify in Design View	AC 37	Table Design button (CREATE tab Tables group)			
Table, View in Design View	AC 17	View arrow (TABLE TOOLS FIELDS tab Views group), Design View	Design View button on status bar		
Tables, Join	AC 100	Query Design button (CREATE tab Queries group), add field lists for tables to join, add desired fields to design grid, run query			
Text Data Criterion, Use	AC 81		Create query, select table, enter text as criterion in field grid		
Top-Values Query, Create	AC 98	In Design view, Return arrow (QUERY TOOLS DESIGN tab Query Setup group)			
Totals, Add to a Report	AC 53	Totals button (REPORT DESIGN TOOLS DESIGN tab Grouping & Totals group)			

Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Totals, Include in a Datasheet	AC 175	In Datasheet view, Totals button (HOME tab Records group), click Total row, click arrow			
Totals, Remove from a Datasheet	AC 176	Totals button (HOME tab Records group)			
Unmatched Records, Find	AC 187	Query Wizard button (CREATE tab Queries group), 'Find Unmatched Query Wizard'			
Update Query, Use	AC 160	Create query, Update button (QUERY TOOLS DESIGN tab Query Type group), select field, click Update To row, enter new value, run query		Press and hold or right-click any open area in upper pane, point to Query Type, tap or click Update Query	
Wildcard, Use	AC 83		In Design view, tap or click Criteria row in design grid, type wildcard and text		

Microsoft Outlook 2013 Quick Reference Summary					
Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
Appointment, Change Date for	OUT 95		Double-tap or double-click appointment, change date or Drag appointment to different date in Date Navigator		CTRL+O, change date
Appointment, Change Time for	OUT 94		Double-tap or double-click appointment, change time or Drag appointment to a different time slot in appointment area		CTRL+O, change time
Appointment, Create in Appointment Area	OUT 76		Tap or click date, type appointment title or Drag to select time slots, type appointment title		
Appointment, Create Using Appointment Window	OUT 81	New Appointment button (HOME tab New group)			CTRL+SHIFT+A
Appointment, Delete	OUT 96	Delete button (CALENDAR TOOLS APPOINTMENT tab Actions group)		Delete	DELETE
Appointment, Save	OUT 89	Save button (Quick Access Toolbar)			CTRL+S
Appointment, Save & Close	OUT 89	Save & Close button (APPOINTMENT tab Actions group)	Close button, Yes to save changes		
Appointment, Set Reminder for	OUT 85	Reminder box arrow (APPOINTMENT tab Options group)			

Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
Appointment, Set Status for	OUT 84	Show As box arrow (APPOINTMENT tab Options group)			
Attachment, Open	OUT 22		Double-tap or double-click attachment in message header		
Attachment, Preview	OUT 20		Tap or click attachment in message header		
Attachment, Save	OUT 20	Save As button (ATTACHMENT TOOLS ATTACHMENTS tab Actions group)		Save As	
Calendar, Delete Personal Calendar	OUT 108	Delete Calendar button (FOLDER tab Actions group)		Delete Calendar	
Calendar, Display Day View	OUT 69	Day button (HOME tab Arrange group)			CTRL+ALT+1
Calendar, Display List View	OUT 115	Change View button (VIEW tab Current View group), List button			
Calendar, Display Month View	OUT 71	Month button (HOME tab Arrange group)			CTRL+ALT+4
Calendar, Display Personal	OUT 64		Tap or click folder check box		
Calendar, Display Schedule View	OUT 71	Schedule View button (HOME tab Arrange group)			CTRL+ALT+5
Calendar, Display Week View	OUT 70	Week button (HOME tab Arrange group)			CTRL+ALT+3
Calendar, Display Work Week View	OUT 69	Work Week button (HOME tab Arrange group)			CTRL+ALT+2
Calendar, Email	OUT 118	E-mail Calendar button (HOME tab Share group)			
Calendar, Go To a Specific Date	OUT 68	Dialog Box Launcher (HOME tab Go To group)			CTRL+G
Calendar, Overlay Mode	OUT 106		Tap or click arrow on displayed calendar		
Calendar, Print Weekly Style	OUT 112	Weekly Calendar Style (FILE tab Print tab), Print button			CTRL+P
Calendar, Recurrence Options, Set for Appointment	OUT 87	Recurrence button (APPOINTMENT tab Options group)			
Calendar, Reminder, Set for Appointment	OUT 85	Reminder button (APPOINTMENT tab Options group)			
Calendar, Remove Default Calendar from Appointment Area	OUT 66		Tap or click Calendar check box to remove the check mark in My Calendars pane		
Calendar, Save as iCalendar File	OUT 116	Save button (FILE tab Save Calendar tab)			
Color Categories, Add to Calendar	OUT 78	Categorize button (CALENDAR TOOLS APPOINTMENT tab Tags group), All Categories			
Color Category, Assign to Appointment	OUT 80	Categorize button (CALENDAR TOOLS APPOINTMENT tab Tags group), category			

Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
Dock the Peek Calendar, View	OUT 107		'Dock the peek' button on calendar		
Email Account, Add	OUT 6	Add Account button (FILE tab Info)			
Email Account, Remove	OUT 6	Account Settings button (FILE tab Info tab)			
Email Message, Attach File to	OUT 37	Attach File button (MESSAGE tab Include group) or INSERT tab Include group	Drag file to message		
Email Message, Change Message Format	OUT 31	Plain Text button (FORMAT TEXT tab Format group)			
Email Message, Check Spelling	OUT 32	Spelling & Grammar button (REVIEW tab Proofing group)			F7
Email Message, Close	OUT 35		Close button		
Email Message, Compose New	OUT 12	New Email button (HOME tab New group)			CTRL+SHIFT+M; in Inbox folder, CTRL+N
Email Message, Delete	OUT 46	Delete button (HOME tab Delete group)	Delete icon on message or Drag to Deleted Items folder	Delete	DELETE
Email Message, Forward	OUT 39	Forward button (HOME tab Respond group)		Forward	CTRL+F
Email Message, Mark as Read	OUT 19			Mark as Read	
Email Message, Open	OUT 19		Double-tap or double-click message header		CTRL+O
Email Message, Print	OUT 22	Print button (FILE tab Print)		Quick Print	CTRL+P
Email Message, Reply	OUT 28	Reply button (HOME tab Respond group)	Reply in Reading Pane	Reply	CTRL+R
Email Message, Reply All	OUT 28	Reply All button (HOME tab Respond group)	Reply all in Reading Pane	Reply All	CTRL+SHIFT+R
Email Message, Save without Sending	OUT 35	Save button (Quick Access Toolbar)			CTRL+S
Email Message, Send	OUT 16		Send button in message header		ALT+S or CTRL+ENTER
Email Message, Set High Importance for	OUT 38	High Importance button (MESSAGE tab Tags group)			
Email Message, Set Importance	OUT 38	High Importance button or Low Importance button (MESSAGE tab Tags group)			
Email Message, View in Reading Pane	OUT 18		Tap or click message header in message list		
Event, Create	OUT 97	New Items button (HOME tab New group), All Day Event		New All Day Event	CTRL+SHIFT+A, click All day event check box

Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
Event, Delete	OUT 99	Delete button (CALENDAR TOOLS APPOINTMENT tab Actions group)			DELETE
Event, Save	OUT 99	Quick Access Toolbar, Save button			CTRL+S
Event, Save & Close	OUT 99	Save & Close button (EVENT tab Actions group)			
Event, Set as Recurring	OUT 99	Recurrence button (EVENT tab Options group)			
Exit Outlook	OUT 49		Close button		ALT+F4
Folder, Create Personal Calendar Folder	OUT 64	New Calendar button (FOLDER tab New group)		New Folder	
Folder, Move Email Message to	OUT 43	Move button (HOME tab Move group)	Drag to folder	Move, <i>folder name</i>	
Holidays, Add to Default Calendar	OUT 73	Add Holidays button (FILE tab Options tab, Calendar category)			
iCalendar File, Import	OUT 104	Open Calendar (FILE tab Open & Export)			
Language Preferences, Set	OUT 9	FILE tab Options tab, Language category			
Mailbox Size, View	OUT 47	Folder Properties button (FOLDER tab Properties group), Folder Size button			
Meeting, Cancel Meeting	OUT 112	Cancel Meeting button (CALENDAR TOOLS MEETING tab Actions group)			
Meeting, Change Meeting Time	OUT 110		Double-tap or double-click meeting, change details or Drag meeting to new time		
Meeting, Create Meeting Request	OUT 108	New Meeting button (HOME tab New group)			CTRL+SHIFT+Q
Meeting, Propose New Time	OUT 112	Propose New Time button (CALENDAR TOOLS MEETING tab Respond group)			
Meeting, Reply to Meeting Request	OUT 111	Accept button (MEETING tab Respond group)			
Meeting, Send Meeting Request	OUT 108		Send button in Meeting window		ALT+S
Meeting, Update Changed Meeting	OUT 110	Send Update button (MEETING tab Show group)	Send Update button in Meeting window		
Natural Language Phrasing	OUT 92		Message window, type phrase		
Navigation Bar Options, Change	OUT 6		Navigation Options button on Navigation bar		
Outlook Data File, Open	OUT 8	Open Outlook Data File (FILE tab Open & Export tab)			

Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
People Pane, Change View	OUT 24	People Pane button (VIEW tab People Pane group)	Expand/Collapse arrow on People Pane		
Personal Calendar Folder, Create	OUT 64	New Calendar button (FOLDER tab New group)			CTRL+SHIFT+E
Reading Pane, Reposition	OUT 26	Reading Pane button (VIEW tab Layout group)			
Sensitivity Level, Set for All New Messages	OUT 10	FILE tab Options tab, Mail category			
Theme, Apply to Email Message	OUT 15	Themes button (OPTIONS tab Themes group)			
Theme, Save	OUT 16	Themes button (OPTIONS tab Themes group), Save Current Theme			
Weather Bar, Add City to	OUT 67		Arrow button for current city, Add Location		

- d. Customizing the start menu
 - e. Using gadgets
 - f. Working with time and dates
4. Part 2. Using the Internet and Multimedia with Windows 7.
7. Browsing with Internet Explorer
- a. Understanding URL's
 - b. Browsing using commands and tabs
 - c. Searching the Web
 - d. Working with favorites
 - e. Using accelerators and web slices
8. Ensuring Your Safety and Privacy on the Internet.
- a. Evaluating overall security status
 - b. Adjusting default browser security settings (Internet Explorer)
 - c. Configuring privacy preferences
 - d. Configuring the Windows firewall
 - e. Using Windows Defender
9. Using Windows Live Mail.
- a. No questions on this chapter
10. Working with Digital Photographs and Music.
- a. Importing pictures from a camera
 - b. Using Live Photo Gallery
 - c. Using Windows Media Player
5. Part 3. Basic Networking and System Maintenance.
11. Using Your System on a Network.
- a. Wired and wireless network structure
 - b. Connecting to a network
 - c. Sharing files/folders on a network
 - d. Working with network printers
 - e. Troubleshooting-using network diagnosis tools, pinging a connection
12. Maintaining Your System.
- a. Using Windows update to keep Win 7 current
 - b. Using disk cleanup to remove unneeded files
 - c. Defragmenting a disk
 - d. Configuring power settings
 - e. Using backup/restore
 - f. Restoring settings to a system restore point
13. Adding Software and Hardware.
- a. How to install and remove hardware and software
 - b. Installing program updates
 - c. Using multiple monitors
6. Part 4. Power Computing Topics.
14. Troubleshooting and Repairing Your System.
- a. Checking a hard disk for errors
 - b. Using Advanced Boot Options to fix problems at startup

7. CO105 Challenge Exam 2010 L.Keizer/Computer Applications
 - c. Troubleshooting printing problems from the print queue
 - d. Troubleshooting hardware problems using drivers
15. Securing and Monitoring Your System.
 - a. Viewing system info: installed CPU and RAM
 - b. Rating/Tracking system performance
 - c. Working with user accounts and passwords
 - d. Using file encryption to secure files
16. Sharing Information On and Off the Road.
 - a. Syncing files between computers
 - b. Working offline with network information
 - c. Connecting to a system with remote desktop
 - d. Improving notebook performance using Windows mobility center
 - e. Manage battery power
 - f. Connecting to presentation systems via a wireless network
 - g. Working with power conservation