Learning Targets for Module 2, Chapter 11:

# I can…

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| StandardModule 2 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Level of Knowledge1 – got it2 – getting it3 – no clue |
|  |  | **Beginning of Unit** | **End of Unit** |
| 1.1.1 | Start and exit a Windows style application |  |  |
| 1.1.3 | Navigate around open files using scroll bars, keyboard shortcuts, and Go To command |  |  |
| 1.1.2 | Identify on-screen elements common to applications (ex., toolbars, Ribbon, document windows) |  |  |
| 1.1.5 | Change Views |  |  |
| 1.1.6 | Change Magnification level |  |  |
| 1.1.7 | Display options for changing application defaults (e.g., where files are stored, print and AutoSave options) |  |  |
| 1.1.8 | Identify and prioritize help resources, including online help, printed documentation, and external help resources |  |  |
| 1.1.9 | Use automated help, including navigating help resources and employing logical search strategies |  |  |

**Key Vocabulary – Can you explain it to your neighbor? Can you show them what it is or how to use it?**

Application window

Document window

Insertion point

I-Beam

Scroll

Ribbon

Dialog Box Launcher

Screen Tip

File

File extension

Folders

Path

File compatibility

Open

Save

Office Button

Help

QWERTY