Learning Targets for Module 2, Chapter 14:

# I can…

|  |  |  |  |
| --- | --- | --- | --- |
| Standard  Module 2 | Description/Skills Set | Level of Knowledge  1 – got it  2 – getting it  3 – no clue | Level of Knowledge  1 – got it  2 – getting it  3 – no clue |
|  |  | **Beginning of Chapter** | **End of Chapter** |
| 2.2 | Track Change and Add Comments |  |  |
| 2.2 | Protect Documents by restricting access and by restricting revisions and comments |  |  |
| 1.4 | Modify Printer Settings |  |  |
| 1.4 | Pause and Cancel Print Jobs |  |  |
| 1.4 | Troubleshoot Printing Problems |  |  |
| 1.4 | Prepare Documents for electronic distribution |  |  |
| 1.4 | Send Documents Via Email or Fax |  |  |
|  |  |  |  |

**Chapter 14 Key Vocabulary**

* **Comment:**
* **Document management server:**
* **Document workspace:**
* **Duplex printing:**
* **Encryption:**
* **Hard copy:**
* **Markup:**
* **Metadata:**
* **Portable Document Format (PDF):**
* **Print queue:**
* **Read-only document:**
* **Soft copy:**
* **XML Paper Specification (XPS):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How Do I? | Ribbon  (Tell me which one) | Group  (Tell me which one) | Button or Dialogue Box | Office Button  (Tell me where to go) |
| Track Change and Add Comments |  |  |  |  |
| Protect Documents by restricting access and by restricting revisions and comments |  |  |  |  |
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