Homerow keys

Word

Creating a Word document

Apply margins, tabs, line spacing, and paragraph indents

Insert and manuiplate graphics, word art and text boxes

Utilize the word/character count commands

Insert date and time

Create bulleted and numbered list

PowerPoint

Order, group rotate objects

Demonstrate ability to animate graphics

Apply slide transition and timings

Incorporate text, tables, charts, and graphi transitions into document

Add sound using media

Apply action buttons

Insert hyperlink to a file or internet site

Rearrange slide order through slide sorter

Create note page to aid in oral presentation of slide show

Customize timing and rehearsing to coordinate with oral presentation

World Wide Web

Internet Privacy, etiquette, and copy right laws

How to evaluate a website

Excel

Create and navigate through a worksheet

Address parts of a spreadsheet change column width and row height

Information technology tools

Functions of a Web browser

Different types of search engines

Communications features of information technology

Domain names of websites

Treats from hackers and viruses

Safety while on the Internet