

Microsoft Word — Jasperactive Data Map

Lesson #	Learn Exercise Name	Starter Files	Resource Files
1	<p><b>Learn to enter text</b></p> <p>Edit a document</p> <p>Type paragraphs</p> <p><b>Learn to create new documents and add text</b></p> <p>Create a new document</p> <p>Use a pre-designed template</p> <p>Enter text in a text box</p> <p>Close without saving</p> <p><b>Learn to save and protect documents</b></p> <p>Save an existing document</p> <p>Save a document using a keyboard shortcut</p> <p>Enter properties for a file</p> <p>Edit a document</p> <p>Delete a blank line</p> <p>Save using a keyboard shortcut</p> <p>Close a document</p> <p><b>Learn to open a variety of documents</b></p> <p>Open a document</p> <p>Open a document using a keyboard shortcut</p> <p>Open a document</p> <p>Open a document</p> <p>Insert text from a file</p> <p>Save the revised document</p>	Agenda	<p>Corporate Profile</p> <p>Agenda</p> <p>Sample Prize List.rtf</p> <p>Marketing Strategy.pdf</p> <p>Sample Prize List.rtf</p>
2	<p><b>Learn to change the view</b></p> <p>Use the Show/Hide ¶ command</p> <p>Change the view</p> <p>Change the zoom</p> <p>Use the Show/Hide ¶ command</p> <p>Split the window</p> <p><b>Learn to select text</b></p> <p>Select consecutive text</p> <p>Select non-consecutive text</p> <p>Select non-consecutive text</p>		<p>TEC Employee List</p> <p>Corporate Profile</p>

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	<b>Learn to modify a document</b> Insert special characters Use Undo and Redo <b>Learn to cut, copy and paste</b> Open and save document as Use cut and paste  Use copy and paste Close without saving Clear the Clipboard <b>Learn to use Find and Replace</b> Open and save document as Use a keyboard shortcut Find text Use a keyboard shortcut Find and replace text Open and save document as Use the Show/Hide ¶ command Edit the brochure Find and replace formatting		Memo on using Lync  Fall Newsletter Heli Ski Tours Review Experiencing Antarctica  Invitation to Annual Meeting  TEC Employee List
3	<b>Learn to format text</b> Apply formatting Format and highlight text Clear formatting Change the font Apply text effects <b>Learn to apply formatting</b> Align text Change the space between paragraphs <b>Learn to use tabs</b> Align text Use the tab selector Align text using tabs Align text using tabs Adjust paragraph spacing	Staff Agenda (simple format)  Blank document	Staff Agenda

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	<p>Apply formatting</p> <p>Indent paragraphs</p> <p>Adjust tabs</p> <p>Undo tabs</p> <p><b>Learn to use the Format Painter</b></p> <p>Indent paragraphs</p> <p>Use the Format Painter</p> <p>Use Find and Repalce to format text</p> <p><b>Learn to use styles</b></p> <p>Format text</p> <p>Format text</p> <p><b>Learn to work with lists</b></p> <p>Format text</p> <p>Apply bullets to a list</p> <p>Apply numbering to a list</p> <p>Apply bullets to a list</p> <p>Change the numbering</p> <p>Create a multilevel list using tabs</p>	<p>Staff Agenda (simple format)</p> <p>TA Employee List</p> <p>HR Training</p>	<p>Sample Will</p> <p>Building a Model Airplane</p>
4	<p><b>Learn to modify the page setup</b></p> <p>Change the margins</p> <p>Change the orientation</p> <p>Change the page size</p> <p><b>Learn to use breaks</b></p> <p>Use page breaks</p> <p>Insert a page break</p> <p>Change the orientation</p> <p><b>Learn to use columns</b></p> <p>Set up columns</p> <p>Apply styles</p> <p>Change the page setup</p> <p>Change margins</p> <p>Apply columns</p> <p>Use a keyboard shortcut</p> <p>Format coluns</p> <p><b>Learn to insert a footer</b></p> <p>Insert a footer</p>	<p>Trade Show Brochure Draft</p> <p>Sales Figures</p> <p>Trade Show Brochure Draft</p> <p>New Adventures (Approved)</p>	

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	<b>Learn to use document style elements</b> Insert a watermark Change the page zoom Apply background effects Apply a theme Apply a style set	New Adventures (Approved)	
5	<b>Learn to use the proofing tools</b> Use the proofing tools <b>Learn to use navigation tools</b> Use the Navigation pane Apply styles Use a keyboard shortcut Add hyperlinks Use hyperlinks Use a bookmark Use a bookmark <b>Learn to set print options</b> Change print options <b>Learn to check a document for issues</b> Inspect a document Check for accessibility issues Check for compatibility issues <b>Learn to share documents</b> Share documents	Corporate Profile Template  New Adventures (Approved)        New Adventures (Approved) final  New Adventures (Approved) final  Agenda for Soccer Coach Meeting	
6	<b>Learn to create tables</b> Insert a table <b>Learn to modify tables</b> Merge cells Insert rows Format a table <b>Learn to use table styles</b> Format text Apply a table style Open a document Apply a table style Modify a table style	Blank document  ABC Insurance Staff List   Saturday Course Schedule	Employment Application Form

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[illegible]

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Lesson #	Learn Exercise Name	Starter Files	Resource Files
	Format SmartArt Add a SmartArt shape <b>Learn to insert 3D models</b> Insert a 3D model <b>Learn to format 3D models</b> Format a 3D model Add alternate text to a 3D model	Blank document  Sun 3D Model	Fish 3D Model.glb
8	<b>Learn to insert a footnote and endnote</b> Insert a footnote Insert an endnote Format footnotes and endnotes <b>Learn to use citations and bibliographies</b> Insert a reference placeholder Insert a citation source Edit the source name Format text Insert a bibliography <b>Learn to generate a table of contents</b> Insert a table of contents <b>Learn to work with comments</b> Add comments Review and reply to comments Resolve and delete comments <b>Learn to use Track Changes</b> Turn on Track Changes and change the display for review options Edit the document View the Reviewing Pane Lock Tracking Edit the document <b>Learn to review, accept, and reject changes</b> Review tracked changes Turn off Lock Tracking Accept and reject changes Accept all changes at once	Tolano Employee Handbook (captions)  Tolano Employee Handbook (footnotes)  HR Training formatted  Using the Public Drive  Using the Public Drive 2  Using the Public Drive 3	