

In column 1, indicate whether you have used the command (√ or X)

In column 2, indicate whether you think this command is, or might be, useful to you (√ or X)

<u>Command</u>	<u>Used?</u>	<u>Useful?</u>	<u>Command</u>	<u>Used?</u>	<u>Useful?</u>
File			View		
New...			Normal		
Open...			Online Layout		
Close			Page Layout		
Save			Outline		
Save As...			Master Document		
Save as HTML...			Toolbars >		
Versions...			Ruler		
Page Setup...			Document Map		
Print Preview			Header and Footer		
Print...			Footnotes		
Send To >			Comments		
Properties			Full Screen		
Exit			Zoom...		
			Insert		
			Break...		
			Page Numbers...		
			Date and Time...		
			Autotext >		
Edit			Field ...		
Undo Typing			Symbol...		
Repeat Typing			Comment		
Cut			Footnote...		
Copy			Caption...		
Paste			Cross-reference...		
Paste Special...			Index and Tables...		
Paste as Hyperlink...			Picture >		
Clear			Text Box		
Select All			File...		
Find...			Object...		
Replace...			Bookmark...		
Go To...			Hyperlink...		
Links...					
Object					

