

Sheet1

ID,N	PAREINITY	CLIP	RETITLE,C,40	TIMEIN,C,11	TIMEOUT,C,11	WORDSIN,C,75
1	0	1	0			The Word Window
2	1	1	1			Welcome
3	2	1	2	257	1	00:01:00:00 00:01:20:00 hello my
4	2	2	2	258	1	00:01:20:00 00:01:42:00 today we're
5	1	2	1			Open Word
6	5	1	2	259	1	00:01:43:00 00:02:16:00 so that
7	1	3	1			Window Tour
8	7	1	2	259	1	00:02:17:00 00:02:47:00 now when
9	1	4	1			Window Controls
10	9	1	2	259	1	00:02:47:00 00:03:20:00 some of
11	1	5	1			Open/View a File
12	11	1	2	259	1	00:03:21:00 00:05:12:00 let's assume
13	1	6	1			Scroll Bars
14	13	1	2	257	1	00:05:12:00 00:05:27:00 now if
15	13	2	2	259	1	00:05:29:00 00:06:23:00 the scroll
16	1	7	1			Go To Shortcut
17	16	1	2	259	1	00:06:24:00 00:06:57:00 Im able
18	16	2	2	257	1	00:06:57:00 00:07:12:00 so getting
19	0	2	0			Selecting Text
20	19	1	1			Select then Do
21	20	1	2	257	1	00:07:25:00 00:07:46:00 once you're
22	20	2	2	259	1	00:07:48:00 00:08:44:00 on our
23	19	2	1			Undo
24	23	1	2	259	1	00:08:46:00 00:09:14:00 have you
25	19	3	1			Edit as You Go
26	25	1	2	259	1	00:09:14:00 00:10:01:00 now if
27	19	4	1			Select Shortcuts
28	27	1	2	259	1	00:10:02:00 00:11:31:00 lets continue
29	19	5	1			Selection Bar
30	29	1	2	259	1	00:11:31:00 00:12:14:00 now if
31	19	6	1			Keyboard Tips
32	31	1	2	259	1	00:12:30:00 00:13:06:00 if Im
33	19	7	1			Shift-click
34	33	1	2	259	1	00:13:18:00 00:14:07:00 how often
35	33	2	2	257	1	00:14:09:00 00:14:27:00 this is
36	0	3	0			Commands and Shortcuts
37	36	1	1			Delete Key
38	37	1	2	257	1	00:14:40:00 00:15:10:00 to work
39	37	2	2	259	1	00:15:12:00 00:15:27:00 on our
40	36	2	1			Move/Copy Text
41	40	1	2	257	1	00:15:35:00 00:16:00:00 now let's
42	40	2	2	259	1	00:16:01:00 00:17:21:00 for example
43	36	3	1			Menu Commands
44	43	1	2	259	1	00:17:38:00 00:19:11:00 when you
45	43	2	2	257	1	00:19:12:00 00:19:37:00 so do
46	43	3	2	259	1	00:19:38:00 00:20:33:00 to get
47	36	4	1			Toolbars
48	47	1	2	259	1	00:20:36:00 00:22:24:00 microsoft office

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49	36	5	1		Turn On Toolbars			
50	49	1	2	257	1	00:22:25:00	00:22:42:00	now there
51	49	2	2	259	1	00:22:44:00	00:23:41:00	from the
52	36	6	1		Turn On Shortcuts			
53	52	1	2	259	1	00:23:41:00	00:24:29:00	now the
54	36	7	1		Right-click			
55	54	1	2	259	1	00:24:32:00	00:26:10:00	the final
56	54	2	2	257	1	00:26:11:00	00:26:52:00	so we've
57	36	8	1		Custom Bullets			
58	57	1	2	259	1	00:26:52:00	00:29:45:00	lets say
59	57	2	2	257	1	00:29:46:00	00:30:04:00	and whenever
60	0	4	0		Maintaining Your Sanity			
61	60	1	1		Save			
62	61	1	2	257	1	00:30:15:00	00:30:48:00	have you
63	61	2	2	259	1	00:30:50:00	00:31:34:00	if we
64	60	2	1		Undo/Redo			
65	64	1	2	259	1	00:31:36:00	00:32:36:00	now the
66	60	3	1		Multi-level Undo			
67	66	1	2	259	1	00:32:38:00	00:34:30:00	now lets
68	60	4	1		Recovery			
69	68	1	2	257	1	00:34:31:00	00:35:03:00	now undo
70	68	2	2	259	1	00:35:06:00	00:36:07:00	maybe Im
71	60	5	1		Office Assistant			
72	71	1	2	259	1	00:36:08:00	00:38:21:00	now the
73	60	6	1		Assistant Options			
74	73	1	2	259	1	00:38:22:00	00:41:31:00	now the
75	60	7	1		What's This?			
76	75	1	2	257	1	00:41:32:00	00:41:55:00	now there
77	75	2	2	259	1	00:41:57:00	00:42:29:00	on the
78	60	8	1		Help Menu			
79	78	1	2	259	1	00:42:29:00	00:43:04:00	finally the
80	78	2	2	257	1	00:43:05:00	00:43:38:00	next time
81	0	5	0		Templates			
82	81	1	1		Normal Template			
83	82	1	2	257	1	00:43:45:00	00:44:33:00	business at
84	82	2	2	259	1	00:44:34:00	00:45:28:00	this blank
85	81	2	1		Page Setup			
86	85	1	2	257	1	00:45:28:00	00:46:14:00	now when
87	85	2	2	259	1	00:46:15:00	00:49:20:00	first we
88	81	3	1		Set Default Font			
89	88	1	2	259	1	00:49:24:00	00:50:52:00	remember you
90	81	4	1		Word Templates			
91	90	1	2	257	1	00:51:07:00	00:51:58:00	now the
92	90	2	2	259	1	00:52:00:00	00:53:14:00	click the
93	81	5	1		Create a Template			
94	93	1	2	259	1	00:53:15:00	00:54:54:00	to create
95	81	6	1		Save As			
96	95	1	2	259	1	00:54:55:00	00:56:46:00	we've now
97	81	7	1		New Template			

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98	97	1	2	259	1		00:56:47:00	00:58:28:00	now once
99	81	8	1			Open a Template			
100	99	1	2	257	1		00:58:28:00	01:00:03:00	now I
101	99	2	2	259	1		00:00:04:00	00:02:46:00	to find
102	99	3	2	257	1		00:02:47:00	00:03:30:00	templates in
103	0	6	0			Creating Content			
104	103	1	1			New Document			
105	104	1	2	257	2		00:00:59:00	00:01:24:00	when it
106	104	2	2	259	2		00:01:26:00	00:02:42:00	we're going
107	103	2	1			Insert/Overtyp			
108	107	1	2	259	2		00:02:42:00	00:04:21:00	now as
109	103	3	1			Spelling/Grammar			
110	109	1	2	259	2		00:04:50:00	00:07:06:00	to start
111	103	4	1			Insert a Symbol			
112	111	1	2	259	2		00:07:07:00	00:10:01:00	we click
113	103	5	1			Assign a Shortcut			
114	113	1	2	259	2		00:10:01:00	00:11:28:00	now lets
115	103	6	1			AutoCorrect/Format			
116	115	1	2	257	2		00:11:28:00	00:12:16:00	now as
117	115	2	2	259	2		00:12:17:00	00:14:28:00	Im going
118	103	7	1			Customize AutoFormat			
119	118	1	2	259	2		00:14:28:00	00:16:30:00	we click
120	103	8	1			Undo AutoFormat			
121	120	1	2	259	2		00:16:33:00	00:17:51:00	one of
122	120	2	2	257	2		00:17:52:00	00:18:08:00	so please
123	0	7	0			Creating Content (cont.)			
124	123	1	1			AutoCorrect Examples			
125	124	1	2	257	2		00:18:12:00	00:18:27:00	the next
126	124	2	2	259	2		00:18:32:00	00:19:47:00	Im going
127	123	2	1			AutoCorrect Options			
128	127	1	2	259	2		00:19:47:00	00:21:12:00	lets go
129	123	3	1			Replace Text			
130	129	1	2	259	2		00:21:12:00	00:22:15:00	lets go
131	123	4	1			AutoCorrect Symbols			
132	131	1	2	259	2		00:22:16:00	00:22:49:00	word also
133	123	5	1			Customize AutoCorrect			
134	133	1	2	259	2		00:22:49:00	00:25:30:00	now these
135	133	2	2	257	2		00:25:31:00	00:26:05:00	so now
136	0	8	0			Formatting			
137	136	1	1			Font Command			
138	137	1	2	257	2		00:26:20:00	00:26:50:00	once you've
139	137	2	2	259	2		00:26:51:00	00:30:33:00	lets start
140	136	2	1			Formatting Toolbar			
141	140	1	2	259	2		00:30:34:00	00:31:43:00	when you
142	136	3	1			Keyboard Shortcuts			
143	142	1	2	259	2		00:31:43:00	00:33:49:00	additionally there
144	136	4	1			Embed Fonts			
145	144	1	2	257	2		00:33:50:00	00:34:45:00	the final
146	144	2	2	259	2		00:34:46:00	00:35:54:00	click the

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147	136	5	1		Paragraph Command			
148	147	1	2	257	2	00:35:56:00	00:36:19:00	the second
149	147	2	2	259	2	00:36:20:00	00:37:15:00	lets return
150	136	6	1		Shortcuts			
151	150	1	2	259	2	00:37:15:00	00:39:50:00	now the
152	136	7	1		Spacing			
153	152	1	2	259	2	00:39:51:00	00:40:27:00	finally there
154	136	8	1		New Document			
155	154	1	2	259	2	00:40:27:00	00:42:07:00	ideally you
156	154	2	2	257	2	00:42:08:00	00:42:24:00	the font
157	0	9	0		Printing			
158	157	1	1		Print Preview			
159	158	1	2	257	2	00:42:39:00	00:43:08:00	your done
160	158	2	2	259	2	00:43:10:00	00:44:20:00	click the
161	157	2	1		Insert a Break			
162	161	1	2	259	2	00:44:21:00	00:45:21:00	when we
163	157	3	1		Shrink to Fit			
164	163	1	2	259	2	00:45:31:00	00:46:31:00	print preview
165	157	4	1		Print Dialog			
166	165	1	2	259	2	00:46:31:00	00:48:02:00	the fastest
167	157	5	1		Zoom Option			
168	167	1	2	259	2	00:48:02:00	00:48:30:00	at the
169	157	6	1		Double-sided			
170	169	1	2	259	2	00:48:46:00	00:50:05:00	if you
171	169	2	2	257	2	00:50:05:00	00:50:46:00	no more

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WORDSOUT,C,75 FILENAME,C,40

microsoft word	H0001
today jealous	C0001
application window	M0001
as well	M0002
whole screen	M0003
tool again	M0004
your screen	H0002
and one	M0005
page 4	M0006
and efficiently	H0003
and do	H0004
becomes italicized	M0007
just did	M0008
on paper	M0009
your mouse	M0010
that text	M0011
the font	M0012
and click	M0013
do it	H0005
you created	H0006
you've selected	M0014
rearrange text	H0007
the text	M0015
right away	M0016
the bat	H0008
will appear	M0017
the toolbar	M0018

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to see	H0009
done faster	M0019
for it	M0020
our work	M0021
right click	H0010
was impossible	M0022
word 2000	H0011
file menu	H0012
you breath	M0023
undo itself	M0024
undo button	M0025
your computer	H0013
you breathed	M0026
you out	M0027
bye rocky	M0028
press f1	H0014
microsoft word	M0029
and downloads	M0030
some help	H0015
at it	H0016
microsoft word	M0031
we work	H0017
single time	M0032
size 12	M0033
blank page	H0018
for yourself	M0034
our template	M0035
a template	M0036

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write away	M0037
that template	H0019
fact changed	M0038
ms word	H0020
and typing	H0021
the next	M0039
that space	M0040
keep working	M0041
symbol command	M0042
our choice	M0043
their behavior	H0022
autocorrect command	M0044
a hyperlink	M0045
continue typing	M0046
case basis	H0023
shift key	H0024
autocorrect command	M0047
winning feature	M0048
the planet	M0049
and paren	M0050
fixes it	M0051
in word	H0025
affective visually	H0026
chapter 25	M0052
as pink	M0053
format menu	M0054
options command	H0027
and save	M0055

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paragraph command	H0028
an inch	M0056
indent away	M0057
a paragraph	M0058
for you	M0059
formatting afterwards	H0029
your toolbar	H0030
on paper	M0060
as well	M0061
to print	M0062
to do	M0063
the printer	M0064
sided document	M0065
microsoft word	H0031