

ScreenCastomatic List

Lesson 1:

- How to Pin Programs to the Taskbar
- How to Use the Snipping Tool
- How to Use Search Programs and Files
- Explain Tabs and Ribbons in Word 2010
- Explain what Dialog Box Launchers are and Show a Couple Examples
- Explain the Mini Toolbar
- Explain the Quick Access Toolbar
- Show how to Use KeyTips
- Opening the Backstage, What is it used for
- Using the Word Help Button
- Displaying Nonprinting Characters
- Using AutoComplete
- Showing File Extensions, Saving as different File Extensions
- Using Print Preview
- Adding a Page Border
- Formatting an Image to move freely on the page
- Changing Page Margins
- Changing Page layouts from Portrait to Landscape

Lesson 2

- Changing between Document Views
- Turning Rulers On and Off
- Turning Gridlines On and Off
- Using the Navigation Pan
- Using Zoom
- Using New Window and Arrange All
- Using Split
- Using View Side by Side and Synchronous Scrolling
- Using Keystrokes to Navigate