

Sheet1

| ID,N,1 | 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 |