

Word Tasks	PowerPoint Tasks	Excel Tasks
1. Copy and paste text.	1. Add a footer to all slides.	1. Align cell contents horizontally.
2. Cut and paste text.	2. Add a footer to all slides except the title slide.	2. Apply a theme.
3. Use the Format Painter.	3. Add a footer with the date and time.	3. Apply a cell style.
4. Use the Word Count.	4. Add a footer with the slide number.	4. Apply the Accounting number format.
5. Find and replace text.	5. Remove a hyperlink.	5. Apply the Comma number format.
6. Hyperlink to an email address.	6. Change a slide layout.	6. Apply the Percentage number format.
7. Hyperlink to a web page.	7. Delete a slide.	7. Bold cell content.
8. Correct a spelling or grammar mistake.	8. Duplicate a slide.	8. Change a column width to an exact value.
9. Use the Thesaurus.	9. Insert a new slide.	9. Change a column width using AutoFit.
10. Change the theme.	10. Insert a new slide using a specified layout.	10. Change the fill color of a cell.
11. Change the theme colors.	11. Apply a theme.	11. Change the font color of cell content.
12. Show/Hide formatting marks.	12. Apply a theme used in another presentation.	12. Change the font of cell content.
13. Show the rulers.	13. Add a transition to a single slide.	13. Change the font size of cell contents.
14. Export a document as a PDF.	14. Add a transition to all slides.	14. Change the page orientation.
15. Insert a footnote.	15. Change the transition duration.	15. Create a formula using absolute cell references.
16. Insert a cover page.	16. Change the transition Effect Options.	16. Create a formula using arithmetic operators.
17. Insert a blank page.	17. Insert WordArt.	17. Create a formula using order of operations.
18. Italicize text.	18. Copy and paste an object.	18. Create a formula using the AVERAGE function.
19. Find formatting.	19. Delete an object.	19. Create a formula using the COUNT function.
20. Change the font size.	20. Insert a placeholder.	20. Create a formula using the IF function.
21. Change the font color.	21. Insert a picture from a file.	21. Create a formula using the MAX function.
22. Change the character spacing.	22. Insert a shape.	22. Create a formula using the MIN function.
23. Change the case.	23. Insert a text box.	23. Create a formula using the Quick Analysis Tool.
24. Underline text.	24. Insert an object using a content placeholder.	24. Create a formula using the SUM function.
25. Undo and redo an action.	25. Insert an object without using a content placeholder.	25. Create a formula using the TODAY function.
26. Insert a drop cap.	26. Add a delay to an animation.	26. Create a formula using the VLOOKUP function.
27. Undo an automatic correction.	27. Animate an object.	27. Merge and center cell contents.
28. Delete a comment.	28. Animate text in a content placeholder.	28. Rename a worksheet.
29. Edit a comment.	29. Change the animation direction.	29. Wrap text in a cell.
30. Insert a comment.	30. Change the animation duration.	30. Rotate cell content to an exact value.
31. Reply to a comment.	31. Change the animation sequence effect option.	31. Create a conditional formatting rule using the Quick Analysis tool.
32. Show or hide comments.	32. Change the animation Start option.	32. Create a New conditional formatting rule.
33. Change the bibliography style.	33. Change the audio Start option.	33. Add a chart element.
34. Insert a bibliography.	34. Change the audio volume.	34. Add chart element at a specific location.
35. Insert a works cited.	35. Hide an audio object during a slide show.	35. Change text direction of an axis title.
36. Insert a citation using a new source.	36. Insert audio from a file.	36. Split a worksheet into panes.
37. Insert a citation using an existing source.	37. Rewind audio after playing.	37. Freeze columns and rows.
38. Edit a source.	38. Add a video poster frame.	38. Remove worksheet panes.
39. Update a bibliography.	39. Apply a video style.	39. Unfreeze columns and rows.
40. Repeat an action.	40. Change the video Start option.	40. Change the color of a worksheet tab.
41. Apply a picture effect.	41. Change the video volume.	41. Add a border to cells.
42. Apply a picture style.	42. Insert a video from a file.	42. Apply a chart style.
43. Add a border to a picture.	43. Rewind a video after playing.	43. Apply the Currency number format.
44. Insert a picture from a file.	44. Insert a chart.	44. Apply the Date number format.
45. Resize an object.	45. Move a slide in Outline view.	45. Change a row height to an approximate value.
46. Resize an object to exact dimensions.	46. Move a slide in Slide Sorter view.	46. Change the number of displayed decimal places.
47. Align data in a table cell.	47. Check spelling.	47. Check Spelling.
48. Change the text wrapping.	48. Correct a spelling mistake.	48. Clear cell contents.
49. Add text to a shape.	49. Use the Format Painter.	49. Create a Highlight Cells conditional formatting rule.

50. Insert a shape.	50. Use the Thesaurus.	50. Change worksheet margins.
51. Set a different first page header.	51. Align text.	51. Edit cell contents.
52. Insert page numbers.	52. Bold text.	52. Use the keyboard to enter a formula that uses a function.
53. Change the margins.	53. Change the font color.	53. Move a chart to different worksheet.
54. Change the orientation of a page.	54. Change the font size.	54. Undo an action.
55. Set custom margins.	55. Italicize text.	55. Use Flash Fill.
56. Apply bullets to paragraphs.	56. Cut and paste text.	56. Create a formula using relative cell references.
57. Apply numbering to paragraphs.	57. Enter text in a shape.	57. Use the Fill handle to copy a formula.
58. Select nonadjacent text.	58. Align text in a table cell.	58. Insert a sparkline.
59. Enter text in SmartArt.	59. Apply a table style.	59. Insert a chart using the Recommended Chart button.
60. Insert SmartArt.	60. Apply shading to table cells.	60. Move worksheets.
61. Insert a symbol from the Symbol dialog box.	61. Insert a table row or column.	61. Zoom a worksheet.
62. Change the direction of data in a table cell.	62. Insert a table.	62. Use Goal Seek.
63. Convert text to a table.	63. Convert text to SmartArt.	63. Print a section of a worksheet.
64. Delete a table row or column.	64. Insert SmartArt.	64. Save a workbook for the first time.
65. Distribute table rows or columns.	65. Print handouts.	65. Insert a 3-D Pie chart.
66. Insert a table row or column.	66. Save a presentation with a different name.	66. Insert a header using Header & Footer Elements.
67. Insert a table.	67. Add a border to a picture.	67. Apply a sparkline style.
68. Merge table cells.	68. Add an outline to a shape.	68. Enter a number containing format symbols.
69. Sort a table on multiple columns.	69. Apply a picture effect.	69. Enter a series of values using Autofill.
70. Sort a table on one column.	70. Apply a picture style.	70. Select non-adjacent cells.
71. Remove a tab stop.	71. Apply a shape effect.	71. Use the Format Painter.
72. Set a tab stop using leaders.	72. Apply a shape style.	72. Move cell contents.
73. Move a tab stop.	73. Crop a picture to a shape.	73. Copy and paste using a Paste option.
74. Insert a symbol from the Symbol gallery.	74. Align objects.	74. Hide a column.
75. Add a paragraph border.	75. Change the stacking order of objects.	75. Delete a worksheet.
76. Align a paragraph.	76. Group objects.	76. Insert a new worksheet.
77. Change the line spacing.	77. Insert a symbol.	77. Create a formula using the ROUND function.
78. Change the paragraph spacing.	78. Use the Animation Painter.	78. Indent cell contents.
79. Create a hanging indent.	79. Flip an object.	79. Set the print area of a worksheet.
80. Create a first line indent.	80. Rotate an object.	80. Find and replace cell formatting.
81. Remove space before or after a paragraph.	81. Resize an object nonproportionally.	81. Change a chart type.
82. Modify a table style.	82. Resize an object proportionally.	82. Insert a column.
83. Transform WordArt.	83. Resize an object to exact dimensions.	83. Set custom worksheet margins.
84. Crop a picture.	84. Enter text in a content placeholder.	84. Move a chart to a chart sheet.
85. Crop a picture to a shape.	85. Create a multilevel list.	85. Insert a page break.
86. Resize WordArt to an exact dimension.	86. Apply bullets or numbering to existing text.	86. Enter a formula by selecting cells.
87. Track Changes.	87. Switch to Slide Sorter view.	87. Delete a chart element.
88. Display the Reviewing pane.	88. Switch to Normal view.	88. Insert a Line chart.
89. Promote and demote headings in the Navigation pane.	89. Remove an animation.	89. Move a chart element.
90. Insert a page break.	90. Run a slide show.	90. Enter a number as text.
91. Change column spacing.	91. Change the shape outline style.	91. Enter a number into a cell.
92. Use the Navigation Pane to go to a page.	92. Change the fill color of a shape.	92. Protect a workbook.
93. Insert a Continuous section break.	93. Move an object using guides.	93. View a worksheet using a custom view.
94. Insert a column break.	94. Change a shape.	94. Open a workbook.
	95. Duplicate an object.	95. Align cell contents vertically.
	96. Transform WordArt.	96. Insert a row.
	97. Find and replace text.	97. Delete a row.
	98. Save a presentation as a PowerPoint show.	98. Copy and paste a formula.
		99. Cut and paste cell contents.