YEAR 1	Choose a blank template Insert picture Save and open a document
YEAR 2	
YEAR 3	
YEAR 4	
YEAR 5	
YEAR 6	

Choose a blank template appropriate to task
Choose a built-in template appropriate to task
Insert a text box
Insert shapes
Fill and colour shapes
Change font size, font colour, font style
Resize and move picture
Use Word Art
Change between pages on documents of more than one page
Print document
Print double sided document
Save document

Opening files

Saving files

Printing

Managing files

Creating tables

Creating text boxes

Manipulating graphics and inserting images

Making, using and customizing templates

Creating page layouts

Creating business cards, brochures and newsletters

Creating websites

Printing mailing labels

Using Design Checker to correct mistakes

Using mail merge, e-mail merge or catalog merge (for photo albums, directories, catalog)

Updating catalogs, pricing lists and datasheets