

JOB TASK ANALYSIS HIERARCHY

(56) VISION Training

(102) Training Analyst

(103) Vision Data Entry/Retrieval

(579) View Database Work Area.

(85) Access/exit Database.

- (111) Obtain password and user ID
- (112) Know proper method to obtain password and user ID.
- (86) Launch Database
 - (110) Know proper method to launch database
 - (114) Know how use computer:
 - Power-up
 - Mouse
 - Keyboard
 - Monitor
 - (115) Know how to use microsoft windows:
 - Launch programs
 - Directory use
 - Desk top use
 - Open/close/resize/maximize/minimize/move/manipulate individual windows
- (87) Login to Database
 - (116) Know proper login method
- (88) Change User Password
 - (131) Know location and appearance of main menu bar.
 - (117) Know location of "File" option of main menu bar.
 - (118) Know location of "Change password" in "File" drop down menu.
 - (119) Know password change requirements
- (233) Exit VISION using "X" at top right of VISION's main window
 - (234) Know appearance and location of "X" at top of VISION's main window
 - (577) Know purpose/function of "X" at top of VISION's main window

(100) Set up VISION work areas.

(95) View User Privileges.

- (133) Select "File" in menu tool bar.
 - (117) Know location of "File" option of main menu bar.
 - (131) Know location and appearance of main menu bar.
- (206) Select "Security Profile" from "File" drop down menu.
 - (207) Know meaning/impact of items in "Security Profile":
 - "General Area of Activity"
 - "Access"
 - "Read/write"
 - "User can change..."
 - "Special rights"
 - "Configuration options"

(89) Set preferences.

- (133) Select "File" in menu tool bar.
 - (117) Know location of "File" option of main menu bar.
 - (131) Know location and appearance of main menu bar.

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- (134) Select "Preferences" in "File" drop down menu
 - (120) Know location of "Preferences" in "File" drop down menu
 - (122) Know purpose/functions of options in "General" tab of "Preferences" window:
 - Auto spell check text fields
 - Auto expand selected text outside window border
 - Show question item when editing question part
 - Show Tip of the day on start up
 - Auto acknowledge report error messages in __ seconds
 - (139) Select/Change Preference options.
 - (135) Select "Navigator" in "File" drop down menu
 - (229) Know location of "Navigator" in "File" drop down menu
 - (123) Know purpose/function of options in "Navigator" tab of "Preferences" window:
 - Show navigator on start-up
 - Show cue cards when performing a Navigator activity
 - (140) Select/Change Navigator options.
 - (136) Select "Workspace" in "File" drop down menu
 - (230) Know location of "Workspace" in "File" drop down menu
 - (124) Know purpose/function of options in "Workspace" tab of "Preferences" window:
 - Save application workspace when exiting VISION
 - Ask to save application workspace when exiting VISION
 - Reload application work space when starting VISION
 - Ask to reload application workspace when startin VISION
 - (141) Select/Change Workspace options.
 - (137) Select "Workbench" in "File" drop down menu
 - (231) Know location of "Workbench" in "File" drop down menu
 - (125) Know purpose/function of options in "Workbench" tab of "Preferences" window:
 - Analysis hierarchy
 - Objective hierarchy
 - Program hierarchy
 - Consolidations
 - Question links
 - Sequencing
 - (142) Select/Change Workbench options.
 - (138) Select "Paths" in "File" drop down menu
 - (126) Know purpose/function of options in "Paths" tab of "Preferences" window:
 - Folder for temp files
 - Path browsing button
 - (232) Know location of "Paths" in "File" drop down menu
 - (143) Select/Change Path options.
- (90) Change projects.**
- (133) Select "File" in menu tool bar.
 - (117) Know location of "File" option of main menu bar.
 - (131) Know location and appearance of main menu bar.
 - (144) Select "Change Project" in "File" drop down menu.
 - (127) Know location of "Change Project" in "File" drop down menu.
 - (128) Know location and function of options in "Open aProject" window:
 - Project list window
 - "OK" button
 - "Cancel" button

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- "Help" button
- (145) Select/Change Project options.

(91) Access/use NAVIGATOR

- (147) Select "Navigator" button in main toolbar.
 - (130) Know appearance and location of main toolbar.
 - (129) Know appearance and location of "NAV" button in main toolbar.
 - (132) Know location of and options available in the different tabs of the "Preferences " window.
 - Setup
 - Activities
 - Reports
 - Cross Reference
 - Documents
 - Tests
- (146) Select "Setup" tab in Navigator window.
 - (148) Know location of "Setup" tab in Navigator window.
 - (149) Know purpose/functions of options in Setup window:
 - "Work Area" button and list window
 - "Cross Reference Tables for Documents" button and list window
 - "Cross Reference tables for Queries" button and list window
 - "Add Cross Reference Table Items" button and list window
 - "New" button
 - "Show Steps" button
 - "Close" button
 - "Help" button
 - "Analysis Work Area Properties" button
 - "Delete Analysis Work Area" button
 - "Link Analysis and Objective Work Area" button
 - "Objective Work Area Properties" button
 - "Delete Objective Area" button
 - "Program Work Area Properties" button
 - "Delete Program Work Area" button
- (150) Select/Change Setup options.
- (151) Select "Activities" tab in Navigator window.
 - (152) Know location of "Activities" tab in Navigator window.
 - (153) Know purpose/functions of options in Activities window:
 - "Show Analysis Activities" button and list window.
 - "Show Design Activities" button and list window.
 - "Show Development Activities" button and list window.
 - "Do Activity " button
 - "Help" button
- (154) Select/Change Activities options.
- (155) Select "Reports" tab in Navigator window.
 - (157) Know location of "Reports" tab in Navigator window.
 - (158) Know purpose/function of options in Reports window.
 - "Show Analysis Reports" button and list window.
 - "Show Design Reports" button and list window.
 - "Show Development Reports" button and list window.
 - "Generator Report" button
 - "Close" button
 - "Help" button
- (156) Select/Change "Reports" options.
- (159) Select "Cross Reference Tab" in Navigator window.

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- (161) Know location of "Cross Reference" tab in Navigator window.
 - (162) Know purpose/function of Cross Reference options:
 - "Show Reports" button and list window.
 - "Show Documents" button and list window.
 - "Open Windows" button
 - "Close" button
 - "Help" button
 - (160) Select/Change "Cross Reference" options.
 - (163) Select "Documents" tab in Navigator window.
 - (165) Know location of "Documents" tab in Navigator window.
 - (166) Know purpose/function of options in "Documents" window:
 - "Show Qualification Docs" button and list window.
 - "Show Procedur Docs" button and list window.
 - "Show Management Docs" button and list window.
 - "Show Training Docs" button and list window.
 - "Generate Document" button
 - "Close" button
 - "Help" button
 - (164) Select/Change "Documents" options.
 - (167) Select "Tests" tab in Navigator window.
 - (169) Know location of "Test" tab in Navigator window.
 - (170) Know purpose/functions of options in "Tests" window:
 - "Built" button
 - "Ownere" button
 - "Title" button
 - List windows
 - "Properties" button
 - "New" button
 - "Delete" button
 - "Copy" button
 - "Generate" button
 - "Enter Stats" button
 - "Close" button
 - "Help" button
 - (168) Select/Change "Tests" options.
- (92) Open a Workbench using main toolbar.**
- (171) Select "Workbench" button in main toolbar.
 - (131) Know location and appearance of main menu bar.
 - (172) Know appearance and location of "Workbench" button on main toolbar.
 - (173) Know location and options available in "Workbench" drop down menu
 - "Analysis Activities"
 - "Design Activities"
 - "Development Activities"
 - "Change Management"
 - "Custom"
 - (581) Know purpose/function of a workbench.
 - (174) Select "Analysis Activities" from "Workbench" drop down menu.
 - (175) Know purpose/function of options in "Analysis Activities" drop down menu:
 - "Job Analysis"
 - "Task Hazard Rating"
 - "Task Selection"
 - "Task Analysis"
 - (177) Select "Analysis Activities" option.

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- (176) Select "Design Activities" from "Workbench" drop down menu.
- (179) Know purpose/function of options in "Design Activities" drop down menu:
 - "Objective Design"
 - "Write Formal Objective Statement"
 - "Create or Edit Objective Test tem"
 - "Curriculum Design"
 - "Sequencing"
- (178) Select "Design Activities" option.
- (180) Select "Development Activities" from "Workbench" drop down menu.
 - (182) Know purpose/function of options in "Development Activities" drop down menu:
 - "Develop COntent for Sequenced Objectives"
 - (181) Select "Develooppment Activities" options.
 - (183) Select "Change Management"
 - (184) Select "Custom"

(93) Open Analysis, Objective, and Program work areas within a workbench.

- (187) Know appearance and location of "Workbench" toolbar.
- (185) Select "Open Analysis Work Area" button in workbench toolbar.
 - (186) Know appearance and location of "Open Analysis Work Area" button in workbench toolbar.
- (188) Select "Open Objective Work Area" button in workbench toolbar.
 - (189) Know appearance and location of "Open Objective Work Area" button in workbench toolbar.
- (190) Select "Open Program Work Area" button in workbench toolbar.
 - (191) Know appearance and location of "Open Program Work Arrea" button in workbench toolbar.
- (580) Know purpose/function of workbench work area.

(94) Access ADVISOR and HELP windows.

- (193) Select "Show Instrucdntional Advisor" button in workbench toolbar.
 - (194) Know appearance and location of "Show Instructional Advisor" button in workbench toolbar.

(192) Change Color Attributes.

- (196) Select "Color Attributes" button in workkbench toolbar while in Analysis Hierachy.
 - (199) Know purpose/function of options in "Analysis Color Attributes" window:
 - "Shared"
 - "Selected Tasks"
 - "Deselected Task"
 - "Made into Objective"
 - "Consolidated"
 - "Linked to Document(s)"
 - "Linked to changed or missing document(s)"
 - "Apply" button
 - "Close" button
 - (195) Know appearance and location of "Color Attributes" button in workbench toolbar.
 - (204) Know reason for using color attributes.
 - (200) Select Color Option.
 - (201) Know proper method of selecting color option.
 - (197) Select "Color Attributes" button in workkbench toolbar while in Objective Hierachy.

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- (202) Know purpose/function of options in "Objective Color Attributes" window:
 - "Shared"
 - "Contains Consolidated Analysis Nodes"
 - "Made from an analysis node"
 - "Has at least one test question"
 - "Assigned to Training Unit"
 - "Linked to Document(s)"
 - "Linked to changed or missing document(s)"
 - "Apply" button
 - "Close" button

(195) Know appearance and location of "Color Attributes" button in workbench toolbar.

(204) Know reason for using color attributes.

(200) Select Color Option.

(201) Know proper method of selecting color option.

(198) Select "Color Attributes" button in workbench toolbar while in Program Hierarchy.

- (203) Know purpose/function of options in "Program Color Attributes" window:
 - "Shared"
 - "Has at least one sequenced objective"
 - "Linked to document(s)"
 - "Linked to changed or missing document(s)"
 - "Apply" button
 - "Close" button

(195) Know appearance and location of "Color Attributes" button in workbench toolbar.

(204) Know reason for using color attributes.

(200) Select Color Option.

(201) Know proper method of selecting color option.

(270) Change workbench fonts.

(271) Select "Change Workbench Font" button in "Workbench" toolbar.

(272) Know purpose/function of font window.

(273) Know method to select font in font window.

(109) Populate tables

(108) Create Tables

(293) Enter Date into table.

(396) Use "Zoom" Text Editor

(397) Close Text Editor.

(464) Know appearance and location of Text Editor menu bar.

(465) Know location and purpose/function of "File" option in Text Editor Menu bar.

(466) Know location and purpose/function of "Close" option in "File" drop down menu. (Text Editor)

(478) Know function of <Alt> & <C> keys in Text Editor mode.

(468) Save a document.

(464) Know appearance and location of Text Editor menu bar.

(465) Know location and purpose/function of "File" option in Text Editor Menu bar.

(471) Know location and purpose/function of "Save As" option in "File" drop down menu. (Text Editor)

(399) Print a document.

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- (464) Know appearance and location of Text Editor menu bar.
- (465) Know location and purpose/function of "File" option in Text Editor Menu bar.
- (472) Know location and purpose/function of "Print" option in "File" drop down menu. (Text Editor)
- (479) Know function of <F4> key in Text Editor mode.
- (400) Print preview a document.
 - (464) Know appearance and location of Text Editor menu bar.
 - (465) Know location and purpose/function of "File" option in Text Editor Menu bar.
 - (473) Know location and purpose/function of "Print Preview" option in "File" drop down menu. (Text Editor)
- (402) Undo a document action.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (475) Know location and purpose/function of "Undo" option in "Edit" drop down menu. (Text Editor)
- (480) Know function of <Ctrl> & <Z> keys in Text Editor mode.
- (403) Redo a document action.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (476) Know location and purpose/function of "Redo" option in "Edit" drop down menu. (Text Editor)
- (481) Know function of <Ctrl> & <Y> keys in Text Editor mode.
- (404) Select entire document content.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (477) Know location and purpose/function of "Select All" option in "Edit" drop down menu. (Text Editor)
- (482) Know function of <Ctrl> & <A> keys in Text Editor mode.
- (405) Copy document content.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (483) Know location and purpose/function of "Copy" option in "Edit" drop down menu. (Text Editor)
- (484) Know function of <Ctrl> & <C> keys in Text Editor mode.
- (406) Cut document content.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (485) Know location and purpose/function of "Cut" option in "Edit" drop down menu. (Text Editor)
- (486) Know function of <Ctrl> & <X> keys in Text Editor mode.
- (407) Paste content into document.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (487) Know location and purpose/function of "Paste" option in "Edit" drop down menu. (Text Editor)
- (488) Know function of <Ctrl> & <V> keys in Text Editor mode.
- (408) Perform special paste function.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (489) Know location and purpose/function of "Paste Special" option in "Edit" drop down menu. (Text Editor)
- (410) Search forward for a character, word, or phrase.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.

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- (490) Know location and purpose/function of "Search Forward" option in "Edit" drop down menu. (Text Editor)
- (491) Know function of <F5> key in Text Editor mode.
- (409) Search backward for a character, word, or phrase.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (492) Know location and purpose/function of "Search Backward" option in "Edit" drop down menu. (Text Editor)
- (493) Know function of <Ctrl> & <Shift> & <F> keys in Text Editor mode.
- (411) Replace a character, word, or phrase.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (494) Know location and purpose/function of "Replace" option in "Edit" drop down menu. (Text Editor)
- (495) Know function of <F6> key in Text Editor mode.
- (412) Move cursor to beginning of line.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (497) Know location and purpose/function of "Beginning of Line" option in "Movement" option.
 - (498) Know function of <Home> key in Text Editor mode.
- (413) Move cursor to end of line.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (499) Know location and purpose/function of "End of Line" option in "Movement" option.
 - (500) Know function of <End> key in Text Editor mode.
- (414) Move cursor to beginning of document.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (501) Know location and purpose/function of "Beginning of File" option in "Movement" option.
 - (502) Know function of <Ctrl> & <PgUp> keys in Text Editor mode.
- (415) Move cursor to end of document.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (503) Know location and purpose/function of "End of File" option in "Movement" option.
 - (504) Know function of <Ctrl> & <PgDn> keys in Text Editor mode.
- (416) Move cursor to beginning of next word.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (505) Know location and purpose/function of "Next Word" option in "Movement" option.

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- (506) Know function of <Ctrl> & <Left Arrow> keys in Text Editor mode.
- (417) Move cursor to beginning of previous word.
 - (464) Know appearance and location of Text Editor menu bar.
 - (474) Know location and purpose/function of "Edit" option in Text Editor Menu bar.
 - (496) Know location and purpose/function of "Movement" option in Text Editor Menu bar.
 - (509) Know location and purpose/function of "Previous Word" option in "Movement" option.
 - (510) Know function of <Ctrl> & <Right Arrow> keys in Text Editor mode.
- (508) Move cursor up one line.
 - (511) Know function of <Up Arrow> key in Text Editor mode.
- (507) Move cursor down one line.
 - (512) Know function of <Down Arrow> key in Text Editor mode.
- (418) Link Section (HTML).
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (515) Know location and purpose/function of "Link Section" option in "HTML" drop down menu. (Text Editor)
- (419) Edit Section (HTML).
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (516) Know location and purpose/function of "Edit Section" option in "HTML" drop down menu. (Text Editor)
- (420) Clear Link (HTML).
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (517) Know location and purpose/function of "Clear Link" option in "HTML" drop down menu. (Text Editor)
- (421) Preview HTML.
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (518) Know location and purpose/function of "Preview" option in "HTML" drop down menu. (Text Editor)
- (422) Mark PARA as Raw HTML.
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (519) Know location and purpose/function of "Mark Para as Raw HTML" option in "HTML" drop down menu. (Text Editor)
- (423) View hidden code (HTML).
 - (464) Know appearance and location of Text Editor menu bar.
 - (513) Know location and purpose/function of "HTML" option in Text Editor Menu bar.
 - (520) Know location and purpose/function of "View Hidden Code" option in "HTML" drop down menu. (Text Editor)
- (424) Show/Hide Toolbar.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (522) Know location and purpose/function of "Toolbar" option in "View" drop down menu. (Text Editor)

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- (425) Show/Hide Ruler.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (523) Know location and purpose/function of "Ruler" option in "View" drop down menu. (Text Editor)
- (525) Show/Hide Status Bar.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (529) Know location and purpose/function of "Status Bar" option in "View" drop down menu. (Text Editor)
- (426) Show/Hide paragraph markers.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (524) Know location and purpose/function of "Paragraph Mark" option in "View" drop down menu. (Text Editor)
- (427) Show/Hide hidden text.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (530) Know location and purpose/function of "Hidden Text" option in "View" drop down menu. (Text Editor)
- (428) Adjust display magnification.
 - (464) Know appearance and location of Text Editor menu bar.
 - (521) Know location and purpose/function of "View" option in Text Editor Menu bar.
 - (531) Know location and purpose/function of "Zoom" option in "View" drop down menu. (Text Editor)
- (429) Insert a non-breaking space.
 - (464) Know appearance and location of Text Editor menu bar.
 - (533) Know location and purpose/function of "Insert" option in Text Editor Menu bar.
 - (532) Know location and purpose/function of "Non-Breaking Sapce" option in "Insert" drop down menu. (Text Editor)
- (430) Insert a non-breaking hyphen.
 - (464) Know appearance and location of Text Editor menu bar.
 - (533) Know location and purpose/function of "Insert" option in Text Editor Menu bar.
 - (534) Know location and purpose/function of "Non-Breaking Hyphen" option in "Insert" drop down menu. (Text Editor)
- (431) Change font to/from normal.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (536) Know location and purpose/function of "Normal" option in "Font" drop down menu. (Text Editor)
- (432) Change font to/from Bold.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (537) Know location and purpose/function of "Bold" option in "Font" drop down menu. (Text Editor)
- (433) Change font to/from Italic.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (538) Know location and purpose/function of "Italic" option in "Font" drop down menu. (Text Editor)
- (434) Change font to/from Underline.
 - (464) Know appearance and location of Text Editor menu bar.

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- (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
- (539) Know location and purpose/function of "Underline" option in "Font" drop down menu. (Text Editor)
- (435) Change font to/from Underline.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (540) Know location and purpose/function of "Underline" option in "Font" drop down menu. (Text Editor)
- (436) Change font to/from Double Underline.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (541) Know location and purpose/function of "Double Underline" option in "Font" drop down menu. (Text Editor)
- (437) Change font to/from Strikethrough.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (542) Know location and purpose/function of "Strikethrough" option in "Font" drop down menu. (Text Editor)
- (438) Change font to/from Boxed.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (543) Know location and purpose/function of "Boxed" option in "Font" drop down menu. (Text Editor)
- (439) Change font to/from All Caps.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (544) Know location and purpose/function of "All Caps" option in "Font" drop down menu. (Text Editor)
- (440) Change font to/from Small Caps.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (545) Know location and purpose/function of "Small Caps" option in "Font" drop down menu. (Text Editor)
- (441) Change font to/from Superscript.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (546) Know location and purpose/function of "Superscript" option in "Font" drop down menu. (Text Editor)
- (442) Change font to/from Subscript.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (547) Know location and purpose/function of "Subscript" option in "Font" drop down menu. (Text Editor)
- (443) Change character spacing.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (548) Know location and purpose/function of "Character Spacing" option in "Font" drop down menu. (Text Editor)
- (444) Change document text color.
 - (464) Know appearance and location of Text Editor menu bar.
 - (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
 - (549) Know location and purpose/function of "Text Color" option in "Font" drop down menu. (Text Editor)
- (445) Change document background color.

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- (464) Know appearance and location of Text Editor menu bar.
- (535) Know location and purpose/function of "Font" option in Text Editor Menu bar.
- (550) Know location and purpose/function of "Background Color" option in "Font" drop down menu. (Text Editor)
- (446) Change paragraph to/from Normal.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (552) Know location and purpose/function of "Normal" option in "Paragraph" drop down menu. (Text Editor)
- (447) Increase Indent Left.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (553) Know location and purpose/function of "Increase Indent Left" option in "Paragraph" drop down menu. (Text Editor)
- (448) Increase Indent Right.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (554) Know location and purpose/function of "Increase Indent Right" option in "Paragraph" drop down menu. (Text Editor)
- (449) Increase Heading Indent.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (555) Know location and purpose/function of "Increase Heading Indent" option in "Paragraph" drop down menu. (Text Editor)
- (450) Keep selected text together.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (556) Know location and purpose/function of "Keep Together" option in "Paragraph" drop down menu. (Text Editor)
- (451) Keep item with text.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (557) Know location and purpose/function of "Keep With Text" option in "Paragraph" drop down menu. (Text Editor)
- (452) Prevent Widows/Orphans.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (558) Know location and purpose/function of "Prevent Widows/Orphans" option in "Paragraph" drop down menu. (Text Editor)
- (453) Set a tab.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (559) Know location and purpose/function of "Set Tab" option in "Paragraph" drop down menu. (Text Editor)
- (454) Clear a tab.
 - (464) Know appearance and location of Text Editor menu bar.

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- (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
- (560) Know location and purpose/function of "Clear Tab" option in "Paragraph" drop down menu. (Text Editor)
- (455) Clear all tabs.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (561) Know location and purpose/function of "Clear Tab" option in "Paragraph" drop down menu. (Text Editor)
- (456) Edit borders.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (562) Know location and purpose/function of "Border and Shading" option in "Paragraph" drop down menu. (Text Editor)
 - (563) Know location and purpose/function of options in "Border and Shading" window. (Text Editor)
 - "Top" field
 - "Bottom" field
 - "Left" field
 - "Right" field
 - "Double Frame" field
 - "Thick Frame" field
 - "Shading" field
 - "OK" button
 - "Cancel" button
- (457) Edit Shading.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (562) Know location and purpose/function of "Border and Shading" option in "Paragraph" drop down menu. (Text Editor)
 - (563) Know location and purpose/function of options in "Border and Shading" window. (Text Editor)
 - "Top" field
 - "Bottom" field
 - "Left" field
 - "Right" field
 - "Double Frame" field
 - "Thick Frame" field
 - "Shading" field
 - "OK" button
 - "Cancel" button
- (458) Edit paragraph spacing.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (565) Know location and purpose/function of "Paragraph Spacing" option in "Paragraph" drop down menu. (Text Editor)
 - (564) Know location and purpose/function of options in "Paragraph Spacing" window. (Text Editor)
 - "Line Spacing" drop down menu
 - "Space before" field

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- "Space after" field
- "OK" button
- "Cancel" button
- (459) Edit background color.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (566) Know location and purpose/function of "Background Color" option in "Paragraph" drop down menu. (Text Editor)
 - (567) Know location and purpose/function of options in "Background Color" window. (Text Editor)
 - "Basic Color" selections
 - "Custom Color" selections
 - "Define Custome Color" button
 - "OK" button
 - "Cancel" button
- (460) Insert bulleted text.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (568) Know location and purpose/function of "Bullet" option in "Paragraph" drop down menu. (Text Editor)
 - (569) Know location and purpose/function of options in "Bullet" drop down menu. (Text Editor)
 - "Round"
 - "Diamond"
 - "Solid Square"
 - "Hollow Square"
 - "Arrow"
 - "Check"
- (461) Insert numbered text.
 - (464) Know appearance and location of Text Editor menu bar.
 - (551) Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
 - (570) Know location and purpose/function of "Numbering" option in "Paragraph" drop down menu. (Text Editor)
 - (571) Know location and purpose/function of options in "Numbering" drop down menu. (Text Editor)
 - "Number"
 - "Upper Case Letter"
 - "Lower Case Letter"
 - "Upper Case Roman"
 - "Lower Case Roman"
- (462) Auto check for spelling errors in document.
 - (464) Know appearance and location of Text Editor menu bar.
 - (572) Know location and purpose/function of "Tools" optiion in Text Editor menu bar. (Text Editor)
 - (574) Know location and purpose/function of "Spelling" option in "Tools" drop down menu. (Text Editor)
- (463) Find help using Text Editor "Help" function.
 - (464) Know appearance and location of Text Editor menu bar.
 - (575) Know location and purpose/function of "Help" option in Text Editor menu bar. (Text Editor)

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(105) Populate Analysis Hierarchy

- (237) Insert an analysis component as a child using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (239) Know appearance and location of "Insert Last Child" button in "Workbench" tool bar.
- (235) Insert an analysis component above a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (257) Know appearance and location of "Sibling Above" button in "Workbench" toolbar.
- (236) Insert an analysis component below a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (258) Know appearance and location of "Sibling Below" button in "Workbench" toolbar.
- (240) Insert an analysis component using the "Right Click" method.
 - (241) Know location of "Insert" in the component right click drop down menu
 - (242) Know purpose/function of items in "Insert" drop down menu:
 - "As child"
 - "As Sibling above"
 - "As Sibling Below"
- (208) Create an "Organization" component using "Workbench" toolbar.
 - (216) Know definition/purpose of "Organization" component
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (187) Know appearance and location of "Workbench" toolbar.
- (209) Create a "Job Position" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (222) Know definition/purpos of "Job Position" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (210) Create a "Responsibility" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (223) Know definition/purpose of "Responsibility" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (213) Create a "Function" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (224) Know definition/purpose of "Function" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (211) Create a "Phase" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"

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- (219) Know definition of "sibling"
- (220) Know definition of "parent"
- (221) Know definition of "child"
- (225) Know definition/purpose of "Phase" component
- (187) Know appearance and location of "Workbench" toolbar.
- (212) Create a "Task" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (226) Know definition/purpose of "Task" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (214) Create an "Element" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (227) Know definition/purpose of "Element" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (215) Create a "Skill/Knowledge" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (228) Know definition/purpose of "Skill/Knowledge" component
 - (187) Know appearance and location of "Workbench" toolbar.
- (261) Drag and drop a component from one location to another.
- (262) Know definition and consequences of "moving" a component.
- (260) Drag and drop a component from one location to another as a copy.
- (263) Know definition and consequences of "copying" a component.
- (259) Drag and drop a component from one location to another as a shared component.
 - (264) Know definition and consequences of "sharing" a component.
- (294) Change level name of a component.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (295) Know method to change component level name.
 - (296) Know location of "Change Level Names" in component Right-Click drop down menu.
- (265) Unlink analysis component.
 - (388) Knowledge of location of "Unlink Branch" in analysis component "Right-Click" drop down menu
 - (393) Knowledge of location of "Unlink Branch" in "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
- (266) Delete an analysis component.
 - (389) Knowledge of location of "Delete Branch" in analysis component "Right-Click" drop down menu
 - (394) Knowledge of location of "Delete Branch" in "Workbench" toolbar

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- (187) Know appearance and location of "Workbench" toolbar.
- (267) Break an analysis component link to objective.
- (390) Knowledge of location of "Break Objective Link" in analysis component "Right-Click" drop down menu
- (268) View objective link to an analysis component.
- (391) Knowledge of location of "Show Objective Links" in analysis component "Right-Click" drop down menu
- (269) View parent(s) of analysis component.
- (392) Knowledge of location of "Show Objective Links" in analysis component "Right-Click" drop down menu
- (306) View, interpret, and change analysis "Organizer", "Job Position", "Responsibility", "Function", "Phase", or "Skill/Knowledge" "General" data.
- (341) Know location of and options available in analysis "Organizer", "Job Position", "Responsibility", "Function", "Phase", or "Skill/Knowledge" "General" tab:
 - "Text" field
 - "Comments" field
 - "User Defined ID" field
 - "Cross Reference Numbers" field
 - "System" ID field
- (351) Know location and purpose/function of options available in analysis "Organizer", "Job Position", "Responsibility", "Function", "Phase", or "Skill/Knowledge" "General" tab:
 - "Text" field
 - "Comments" field
 - "User Defined ID" field
 - "Cross Reference Numbers" field
 - "System" ID field
- (343) Know location of and purpose of "Show Advisor" button
- (344) Know location of and purpose of "OK" button
- (345) Know location of and purpose of "Close" button
- (346) Know location of and purpose/function of "Help" button
- (365) Know location and purpose/function of "<" and ">" buttons
- (395) Know location and purpose/function of "Z" button
- (340) View, interpret, and change analysis "Task" or "Element" "General" data.
- (342) Know location of and options available in analysis "Task" or "Element" "General" tab:
 - "Text" field
 - "Qualification Method" drop down menu
 - "Requalification Frequency" drop down menu
 - "Comments" field
 - "User Defined ID" field
 - "Cross Reference Number" field
 - "System ID" field
- "Comments" field
- "User Defined ID" field
- "Cross Reference Numbers" field
- "System" ID field
- (352) Know location and purpose/function of options available in analysis "Task" or "Element" "General" tab:
 - "Text" field
 - "Qualification Method" drop down menu
 - "Requalification Frequency" drop down menu
 - "Comments" field

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- "User Defined ID" field
- "Cross Reference Number" field
- "System ID" field

- "Comments" field
- "User Defined ID" field
- "Cross Reference Numbers" field
- "System" ID field
- (343) Know location of and purpose of "Show Advisor" button
- (344) Know location of and purpose of "OK" button
- (345) Know location of and purpose of "Close" button
- (346) Know location of and purpose/function of "Help" button
- (365) Know location and purpose/function of "<" and ">" buttons
- (395) Know location and purpose/function of "Z" button
- (307) View, interpret, and change analysis component "Selection" data.
- (347) Know location of and options available in analysis "Selection" tab:
 - "Yes selected for training" button
 - "No selected for training" button
 - "How often" drop down menu
 - "Why is the task not trained" drop down menu
 - "Criticality" field
 - "Difficulty" field
 - "Importance" field
 - "Frequency" field
 - (353) Know location and purpose/function of options available in analysis
- "Selection" tab:
 - "Yes selected for training" button
 - "No selected for training" button
 - "How often" drop down menu
 - "Why is the task not trained" drop down menu
 - "Criticality" field
 - "Difficulty" field
 - "Importance" field
 - "Frequency" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (297) View, interpret, and change analysis component "Conditions" data.
- (348) Know location of and options available in Task or Element "Conditions" tab and "Standards" tab:
 - "List of Conditions" Field
 - "New" button
 - "Delete" button
 - "Edit" button
 - "Edit Current Condition" field
 - "Save" button
 - "Cancel" button
 - (354) Know location and purpose/function of options available in Task or Element
- "Conditions" tab and "Standards" tab:
 - "List of Conditions" Field
 - "New" button

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- "Delete" button
- "Edit" button
- "Edit Current Condition" field
- "Save" button
- "Cancel" button
- (343) Know location of and purpose of "Show Advisor" button
- (344) Know location of and purpose of "OK" button
- (345) Know location of and purpose of "Close" button
- (346) Know location of and purpose/function of "Help" button
- (365) Know location and purpose/function of "<" and ">" buttons
- (395) Know location and purpose/function of "Z" button
- (309) View, interpret, and change analysis component "Standards" data.
- (348) Know location of and options available in Task or Element "Conditions" tab and "Standards" tab:
 - "List of Conditions" Field
 - "New" button
 - "Delete" button
 - "Edit" button
 - "Edit Current Condition" field
 - "Save" button
 - "Cancel" button
 - (354) Know location and purpose/function of options available in Task or Element "Conditions" tab and "Standards" tab:
 - "List of Conditions" Field
 - "New" button
 - "Delete" button
 - "Edit" button
 - "Edit Current Condition" field
 - "Save" button
 - "Cancel" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (310) View, interpret, and change component Cross Reference data.
- (349) Know location of and options available in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (350) Know location of and purpose/function of options in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (311) View, interpret, and change "Task" component "Analysis" data.
- (355) Know location of and options available in "task" component "Analysis" tab:

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- "Task Analysis" list window
- "What is analysis status" drop down menu
 - (357) Know location and purpose/function of options available in "task" component
- "Analysis" tab:
 - "Task Analysis" list window
 - "What is analysis status" drop down menu
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (312) View, interpret, and change "Task" and objective component "Revision" data.
 - (358) Know location of and options available in "Task" and objective component
- "Revision" tab:
 - "Number" field
 - "Date Last Modified" field
 - "Last Modified By" field
 - (360) Know location and purpose/function of options available in "Task" and objective component "Revision" tab:
- "Number" field
- "Date Last Modified" field
- "Last Modified By" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (313) View, interpret, and change component "Document Links" data.
 - (361) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Actions" button
 - (362) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Actions" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (314) View, interpret, and change "Element" component "Procedure" data.
 - (364) Know option available in "Element" component "Procedure" tab:
 - "Procedure Content" field
 - (363) Know location and purpose/function of option available in "Element" component "Procedure" tab:
 - "Procedure Content" field"

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- (343) Know location of and purpose of "Show Advisor" button
- (344) Know location of and purpose of "OK" button
- (345) Know location of and purpose of "Close" button
- (346) Know location of and purpose/function of "Help" button
- (365) Know location and purpose/function of "<" and ">" buttons
- (395) Know location and purpose/function of "Z" button

(106) Populate Objective Hierarchy

- (245) Insert an objective component as a child using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (239) Know appearance and location of "Insert Last Child" button in "Workbench" toolbar.
- (246) Insert an objective component above a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (257) Know appearance and location of "Sibling Above" button in "Workbench" toolbar.
- (247) Insert an objective component below a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (258) Know appearance and location of "Sibling Below" button in "Workbench" toolbar.
- (249) Insert an objective component using the "Right Click" method.
 - (241) Know location of "Insert" in the component right click drop down menu
 - (242) Know purpose/function of items in "Insert" drop down menu:
 - "As child"
 - "As Sibling above"
 - "As Sibling Below"
- (277) Create an "Organizer" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (187) Know appearance and location of "Workbench" toolbar.
 - (288) Know purpose/function of an "Organizer" component.
- (287) Create a "Cognitive Enabler" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (187) Know appearance and location of "Workbench" toolbar.
 - (289) Know purpose/function of and "Cognitive Enabler" component.
- (286) Create a "Cognitive Terminal" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (187) Know appearance and location of "Workbench" toolbar.
 - (290) Know purpose/function of and "Cognitive Terminal" component.
- (274) Create an "Performance Enabler" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"

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- (220) Know definition of "parent"
- (221) Know definition of "child"
- (187) Know appearance and location of "Workbench" toolbar.
- (292) Know purpose/function of and "Performance Enabler" component.
- (285) Create an "Performance Terminal" component using "Workbench" toolbar.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (187) Know appearance and location of "Workbench" toolbar.
 - (291) Know purpose/function of and "Performance Terminal" component.
- (261) Drag and drop a component from one location to another.
 - (262) Know definition and consequences of "moving" a component.
- (260) Drag and drop a component from one location to another as a copy.
 - (263) Know definition and consequences of "copying" a component.
- (259) Drag and drop a component from one location to another as a shared component.
 - (264) Know definition and consequences of "sharing" a component.
- (294) Change level name of a component.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (295) Know method to change component level name.
 - (296) Know location of "Change Level Names" in component Right-Click drop down menu.
- (315) View, interpret, and change objective "General" data.
 - (366) Know location of and options available in objective component "General" tab:
 - "Condition" field
 - "Behavior" field
 - "Standard" field
 - "User Defined ID" field
 - "System ID" field
 - (331) Know location and purpose/function of options available in objective component "General" tab:
 - "Condition" field
 - "Behavior" field
 - "Standard" field
 - "User Defined ID" field
 - "System ID" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (367) Know location of and purpose of "Save" button
- (316) View, interpret, and change objective "Training" data.
 - (368) Know location of and options available in objective component "Training" tab:
 - "Training Media" Drop Down Menu
 - "Training Setting" Drop Down Menu
 - "Time to Train" field

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- "Comment" field
 - (369) Know location and purpose/function of options available in objective component "Training" tab:
 - "Training Media" Drop Down Menu
 - "Training Setting" Drop Down Menu
 - "Time to Train" field
 - "Comment" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (367) Know location of and purpose of "Save" button
- (317) View, interpret, and change objective "Content" data.
 - (371) Know location of and options available in objective component "Content" tab:
 - "Topic" field
 - "Classification" drop down menu
 - (372) Know location and purpose/function of options available in objective component "Content" tab:
 - "Topic" field
 - "Classification" drop down menu
 - (373) Know location and purpose/function of options available in objective "Classification" drop down menu
 - "Concept" option
 - "Rule" option
 - "Procedure" option
 - "Recall/Fact" option
 - "Process" option
 - "Structure" option
 - "Free Form" option
 - (374) Know purpose/function of options in "Concept" classification, "Rule" classification, , and "Process" classification:
 - "Intro" field
 - "Main Idea" field
 - "Explanation" field
 - "Examples" field
 - "Practice" field
 - (375) Know purpose/function of options in "Procedurre" classification: "Intro" field
 - "Main Idea" field
 - "Explanation" field
 - "Demo" field
 - "Practice" field
 - (376) Know purpose/function of options in "Recall/Fact" classification and "Structure" classification:
 - "Intro" field
 - "Main Idea" field
 - "Explanation" field
 - "Practice" Field
 - "Explanation" field
 - "Demo" field
 - "Practice" field
 - (377) Know purpose/function of options in "Free Form" classification:
 - "Intro" field

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- "Main Idea" field
- "Explanation" field
- "Practice" Field
- "Practice" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (367) Know location of and purpose of "Save" button
- (318) View, interpret, and change objective "Consolidation" data.
 - (378) Know location of and options available in objective component "Consolidation" tab:
 - "List" window
 - "Properties" button
 - "Unlink" button
 - "Rebuild" button
 - (379) Know location and purpose/function of options available in objective component "Consolidation" tab:
 - "List" window
 - "Properties" button
 - "Unlink" button
 - "Rebuild" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (367) Know location of and purpose of "Save" button
- (319) View, interpret, and change objective "Question" data.
 - (380) Know location of and options available in objective component "Questions" tab:
 - "List" window
 - "New" button
 - "Properties" button
 - "Delete" button
 - "Unlink" button
 - "Preview" button
 - "Rebuild" button
 - (381) Know location and purpose/function of options available in objective component "Questions" tab:
 - "List" window
 - "New" button
 - "Properties" button
 - "Delete" button
 - "Unlink" button
 - "Preview" button
 - "Rebuild" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button

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- (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (367) Know location of and purpose of "Save" button
 - (310) View, interpret, and change component Cross Reference data.
 - (349) Know location of and options available in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (350) Know location of and purpose/function of options in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
 - (313) View, interpret, and change component "Document Links" data.
 - (361) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Axtions" button
 - (362) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Axtions" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (107) *Populate Program Hierarchy***
- (321) Insert and program component as a child using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (239) Know appearance and location of "Insert Last Child" button in "Workbench" tool bar.
 - (322) Insert a program component above a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (239) Know appearance and location of "Insert Last Child" button in "Workbench" tool bar.
 - (323) Insert a program component below a sibling using "Workbench" toolbar.
 - (187) Know appearance and location of "Workbench" toolbar.
 - (239) Know appearance and location of "Insert Last Child" button in "Workbench" tool bar.
 - (324) Insert a program component using "Right-Click" method.
 - (241) Know location of "Insert" in the component right click drop down menu

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- (242) Know purpose/function of items in "Insert" drop down menu:
 - "As child"
 - "As Sibling above"
 - "As Sibling Below"
- (261) Drag and drop a component from one location to another.
- (262) Know definition and consequences of "moving" a component.
- (260) Drag and drop a component from one location to another as a copy.
- (263) Know definition and consequences of "copying" a component.
- (259) Drag and drop a component from one location to another as a shared component.
- (264) Know definition and consequences of "sharing" a component.
- (294) Change level name of a component.
 - (217) Know definition of "component"
 - (218) Know definition of "level"
 - (219) Know definition of "sibling"
 - (220) Know definition of "parent"
 - (221) Know definition of "child"
 - (295) Know method to change component level name.
 - (296) Know location of "Change Level Names" in component Right-Click drop down menu.
- (328) View, interpret, and change program "General" data.
- (382) Know location of and options available in program component "General" tab:
 - "Title" field
 - "Comments" field
 - "User Defined ID" field
 - "Cross Reference Number" field
 - "System ID" field
- (383) Know location and purpose/function of options available in program component "General" tab:
 - "Title" field
 - "Comments" field
 - "User Defined ID" field
 - "Cross Reference Number" field
 - "System ID" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (329) View, interpret, and change program "Introduction" data.
- (384) Know location of and option available in program component "Introduction" tab:
 - "Introduction" field
 - (385) Know location and purpose/function of option available in program component "Introduction" tab:
 - "Introduction" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button

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- (330) View, interpret, and change program "Training Info" data.
 - (386) Know location of and options available in program component "Training Info" tab:
 - "is this a training unit" field
 - "Development Status" Drop Down Menu
 - "Learning Objective" field
 - "Properties" button
 - "Unlink" button
 - "Rebuild" button
 - "Exam Profile" button
 - (387) Know location and purpose/function of options available in program component "Training Info" tab:
 - "is this a training unit" field
 - "Development Status" Drop Down Menu
 - "Learning Objective" field
 - "Properties" button
 - "Unlink" button
 - "Rebuild" button
 - "Exam Profile" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (312) View, interpret, and change "Task" and objective component "Revision" data.
 - (358) Know location of and options available in "Task" and objective component "Revision" tab:
 - "Number" field
 - "Date Last Modified" field
 - "Last Modified By" field
 - (360) Know location and purpose/function of options available in "Task" and objective component "Revision" tab:
 - "Number" field
 - "Date Last Modified" field
 - "Last Modified By" field
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button
- (310) View, interpret, and change component Cross Reference data.
 - (349) Know location of and options available in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (350) Know location of and purpose/function of options in component "Cross Reference" tab:
 - "Cross Reference items linked to this node" field
 - "Properties" button
 - "Unlink" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button

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- (345) Know location of and purpose of "Close" button
- (346) Know location of and purpose/function of "Help" button
- (365) Know location and purpose/function of "<" and ">" buttons
- (395) Know location and purpose/function of "Z" button
- (313) View, interpret, and change component "Document Links" data.
 - (361) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Actions" button
 - (362) Know location of and options available in component "Documents Links" tab:
 - "Document" button
 - "Type" button
 - "File Path" button
 - "Document Status" button
 - "Actions" button
 - (343) Know location of and purpose of "Show Advisor" button
 - (344) Know location of and purpose of "OK" button
 - (345) Know location of and purpose of "Close" button
 - (346) Know location of and purpose/function of "Help" button
 - (365) Know location and purpose/function of "<" and ">" buttons
 - (395) Know location and purpose/function of "Z" button

(104) Vision Database Administrator

(370) Report Script Writer/Developer

Total Job Analysis Components: 863