

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Job prerequisites.

Know how use computer:

- Power-up
- Mouse
- Keyboard
- Monitor

Know how to use microsoft windows:

- Launch programs
- Directory use
- Desk top use
- Open/close/resize/maximize/minimize/move/manipulate individual windows

Given a computer connected to the VISION server, access VISION Database such that database functions may be performed.

Given access to system administrator, obtain password and user ID.

Given access to VISION server, Launch VISION database such that login may be achieved.

Give access to a launched VISION database, login into Database such that data may be entered.

Given access to an open VISION database, change User Password

Given access to an open VISION database, exit VISION using "X" at top right of VISION's main window.

From memory, explain how to access and exit VISION database.

From memory, describe method to obtain password and user ID.

Given access to a computer connected to VISION server, explain how to access VISION database such that database functions can be performed.

Consolidated Components:

Know proper login method

OBJECTIVES ANALYSIS

VISION data entry/retrieval

From memory, explain method to change password.

Consolidated Components:

- Know location of "File" option of main menu bar.
 - Know location of "Change password" in "File" drop down menu.
 - Know password change requirements
-

From memory, explain method to exit VISION program.

Consolidated Components:

- Know purpose/function of "X" at top of VISION's main window
-

Given an open VISION database, set up VISION work areas.

Given an open VISION database, view User Privileges.

Consolidated Components:

- Select "File" in menu tool bar.
 - Select "Security Profile" from "File" drop down menu.
-

Given an open VISION database, set preferences.

Consolidated Components:

- Select "Preferences" in "File" drop down menu
 - Select/Change Preference options.
 - Select "Navigator" in "File" drop down menu
 - Select/Change Navigator options.
 - Select "Workspace" in "File" drop down menu
 - Select/Change Workspace options.
 - Select "Workbench" in "File" drop down menu
 - Select/Change Workbench options.
 - Select "Paths" in "File" drop down menu
 - Select/Change Path options.
-

Given an open VISION database, change projects.

Consolidated Components:

- Select "Change Project" in "File" drop down menu.
 - Select/Change Project options.
-

Given an open VISION database, use VISION NAVIGATOR.

Consolidated Components:

- Select "Navigator" button in main toolbar.
 - Select "Setup" tab in Navigator window.
 - Select/Change Setup options.
 - Select "Activities" tab in Navigator window.
 - Select/Change Activities options.
 - Select "Reports" tab in Navigator window.
 - Select/Change "Reports" options.
 - Select "Cross Reference Tab" in Navigator window.
 - Select/Change "Cross Reference" options.
 - Select "Documents" tab in Navigator window.
 - Select/Change "Documents" options.
 - Select "Tests" tab in Navigator window.
 - Select/Change "Tests" options.
-

Given an open VISION database, open a Workbench using main toolbar.

Consolidated Components:

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Select "Workbench" button in main toolbar.
Select "Analysis Activities" from "Workbench" drop down menu.
Select "Analysis Activities" option.
Select "Design Activities" from "Workbench" drop down menu.
Select "Design Activities" option.
Select "Development Activities" from "Workbench" drop down menu.
Select "Development Activities" options.
Select "Change Management"
Select "Custom"

Given an open VISION database, open Analysis, Objective, and Program work areas within a workbench.

Consolidated Components:

Select "Open Analysis Work Area" button in workbench toolbar.
Select "Open Objective Work Area" button in workbench toolbar.
Select "Open Program Work Area" button in workbench toolbar.

Given an open VISION database, access ADVISOR and HELP windows.

Consolidated Components:

Select "Show Instructional Advisor" button in workbench toolbar.

Given an open VISION database, change Color Attributes.

Consolidated Components:

Select "Color Attributes" button in workbench toolbar while in Analysis Hierachy.
Select Color Option.
Select "Color Attributes" button in workbench toolbar while in Objective Hierachy.
Select Color Option.
Select "Color Attributes" button in workbench toolbar while in Program Hierachy.
Select Color Option.

Given an open VISION database, change workbench fonts.

From memory, explain how to use VISION functions to set up VISION work areas.

From memory, explain the functions necessary to view user privileges.

Consolidated Components:

Know meaning/impact of items in "Security Profile":
"General Area of Activity"
"Access"
"Read/write"
"User can change..."
"Special rights"
"Configuration options"

From memory, explain the use of functions necessary to set up VISION preferences.

Consolidated Components:

Know location of "Preferences" in "File" drop down menu
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

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Auto acknowledge report error messages in __ seconds
Know location of "Navigator" in "File" drop down menu
Know purpose/function of options in "Navigator" tab of "Preferences" window:
 Show navigator on start-up
 Show cue cards when performing a Navigator activity
Know location of "Workspace" in "File" drop down menu
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
Know location of "Workbench" in "File" drop down menu
Know purpose/function of options in "Workbench" tab of "Preferences" window:
 Analysis hierarchy
 Objective hierarchy
 Program hierarchy
 Consolidations
 Question links
 Sequencing
Know purpose/function of options in "Paths" tab of "Preferences" window:
 Folder for temp files
 Path browsing button
Know location of "Paths" in "File" drop down menu

From memory, explain the use of functions necessary to change VISION projects.

Consolidated Components:

Know location and function of options in "Open aProject" window:
 Project list window
 "OK" button
 "Cancel" button
 "Help" button
Know location of "Change Project" in "File" drop down menu.

From memory, explain the use of functions necessary to use VISION NAVIGATOR.

Consolidated Components:

Know appearance and location of "NAV" button in main toolbar.
Know location of and options available in the different tabs of the "Preferences " window.
 Setup
 Activities
 Reports
 Cross Reference
 Documents
 Tests
Know location of "Setup" tab in Navigator window.
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 ttables 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
Know location of "Activities" tab in Navigator window.
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.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

"Do Activity " button
"Help" button
Know location of "Reports" tab in Navigator window.
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.
"Generater Report" button
"Close" button
"Help" button
Know location of "Cross Reference" tab in Navigator window.
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
Know location of "Documents" tab in Navigator window.
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
Know location of "Test" tab in Navigator window.
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
Know appearance and location of main toolbar.

From memory, explain the use of functions necessary to open a workbench.

Consolidated Components:

Know purpose/function of a workbench.
Know location and options available in "Workbench" drop down menu
"Analysis Activities"
"Design Activities"
"Development Activities"
"Change Management"
"Custom"
Know purpose/function of options in "Analysis Activities" drop down menu:
"Job Analysis"
"Task Hazard Rating"
"Task Selection"
"Task Analysis"
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"
Know purpose/function of options in "Development Activities" drop down menu:
"Develop COntent for Sequenced Objectives"
Know appearance and location of "Workbench" button on main toolbar.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

From memory, explain the functions necessary to open areas within a workbench.

Consolidated Components:

- Know purpose/function of workbench work area.
 - Know appearance and location of "Open Analysis Work Area" button in workbench toolbar.
 - Know appearance and location of "Open Objective Work Area" button in workbench toolbar.
 - Know appearance and location of "Open Program Work Area" button in workbench toolbar.
 - Know appearance and location of "Workbench" toolbar.
-

From memory, explain the method to access "Instructional Advisor" and "Help" button.

Consolidated Components:

- Know appearance and location of "Show Instructional Advisor" button in workbench toolbar.
-

From memory, explain the functions necessary to component color attributes.

Consolidated Components:

- Know appearance and location of "Color Attributes" button in workbench toolbar.
 - Know reason for using color attributes.
 - Know proper method of selecting color option.
 - 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
 - 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
 - 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
-

From memory, explain the functions necessary to change workbench fonts.

Consolidated Components:

- Know purpose/function of font window.
 - Know method to select font in font window.
-

Given an open VISION database, populate (add data to) a table.

Create Tables

Enter Date into table.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Given an open VISION database, explain the functions necessary to populate tables.

Given an open text window, use Text Editor to edit text.

Close Text Editor.

Save a document.

Print a document.

Print preview a document.

Undo a document action.

Redo a document action.

Select entire document content.

Copy document content.

Cut document content.

Paste content into document.

Perform special paste function.

Search forward for a character, word, or phrase.

Search backward for a character, word, or phrase.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Replace a character, word, or phrase.

Move cursor to beginning of line.

Move cursor to end of line.

Move cursor to beginning of document.

Move cursor to end of document.

Move cursor to beginning of next word.

Move cursor to beginning of previous word.

Move cursor up one line.

Move cursor down one line.

Link Section (HTML).

Edit Section (HTML).

Clear Link (HTML).

Preview HTML.

Mark PARA as Raw HTML.

View hidden code (HTML).

Show/Hide Toolbar.

Show/Hide Ruler.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Show/Hide Status Bar.

Show/Hide paragraph markers.

Show/Hide hidden text.

Adjust display magnification.

Insert a non-breaking space.

Insert a non-breaking hyphen.

Change font to/from normal.

Change font to/from Bold.

Change font to/from Italic.

Change font to/from Underline.

Change font to/from Underline.

Change font to/from Double Underline.

Change font to/from Strikethrough.

Change font to/from Boxed.

Change font to/from All Caps.

Change font to/from Small Caps.

Change font to/from Superscript.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Change font to/from Subscript.

Change character spacing.

Change document text color.

Change document background color.

Change paragraph to/from Normal.

Increase Indent Left.

Increase Indent Right.

Increase Heading Indent.

Keep selected text together.

Keep item with text.

Prevent Widows/Orphans.

Set a tab.

Clear a tab.

Clear all tabs.

Edit borders.

Edit Shading.

Edit paragraph spacing.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Edit background color.

Insert bulleted text.

Insert numbered text.

Auto check for spelling errors in document.

Find help using Text Editor "Help" function.

Given an open VISION database, explain the functions used to edit text.

From memory, explain the functions that affect the entire document.

Consolidated Components:

- Know appearance and location of Text Editor menu bar.
- Know location and purpose/function of "File" option in Text Editor Menu bar.
- Know location and purpose/function of "Close" option in "File" drop down menu. (Text Editor)
- Know function of <Alt> & <C> keys in Text Editor mode.
- Know location and purpose/function of "Save As" option in "File" drop down menu. (Text Editor)
- Know location and purpose/function of "Print" option in "File" drop down menu. (Text Editor)
- Know function of <F4> key in Text Editor mode.
- Know location and purpose/function of "Select All" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <A> keys in Text Editor mode.
- Know location and purpose/function of "Print Preview" option in "File" drop down menu. (Text Editor)
- Know location and purpose/function of "Zoom" option in "View" drop down menu. (Text Editor)

From memory, explain the functions to undo and redo actions.

Consolidated Components:

- Know appearance and location of Text Editor menu bar.
- Know location and purpose/function of "Edit" option in Text Editor Menu bar.
- Know location and purpose/function of "Undo" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <Z> keys in Text Editor mode.
- Know location and purpose/function of "Redo" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <Y> keys in Text Editor mode.

From memory, explain the functions that affect selected text.

Consolidated Components:

- Know location and purpose/function of "Copy" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <C> keys in Text Editor mode.
- Know location and purpose/function of "Cut" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <X> keys in Text Editor mode.

From memory, explain the functions used to paste text.

Consolidated Components:

- Know location and purpose/function of "Paste" option in "Edit" drop down menu. (Text Editor)
- Know function of <Ctrl> & <V> keys in Text Editor mode.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Know location and purpose/function of "Paste Special" option in "Edit" drop down menu. (Text Editor)

From memory, explain the functions necessary to search and replace text.

Consolidated Components:

Know location and purpose/function of "Search Forward" option in "Edit" drop down menu. (Text Editor)
Know function of <F5> key in Text Editor mode.
Know location and purpose/function of "Search Backward" option in "Edit" drop down menu. (Text Editor)
Know function of <Ctrl> & <Shift> & <F> keys in Text Editor mode.
Know location and purpose/function of "Replace" option in "Edit" drop down menu. (Text Editor)
Know function of <F6> key in Text Editor mode.

From memory, explain the functions necessary to move cursor.

Consolidated Components:

Know location and purpose/function of "Beginning of Line" option in "Movement" option.
Know location and purpose/function of "Movement" option in Text Editor Menu bar.
Know function of <Home> key in Text Editor mode.
Know location and purpose/function of "End of Line" option in "Movement" option.
Know function of <End> key in Text Editor mode.
Know location and purpose/function of "Beginning of File" option in "Movement" option.
Know function of <Ctrl> & <PgUp> keys in Text Editor mode.
Know location and purpose/function of "End of File" option in "Movement" option.
Know function of <Ctrl> & <PgDn> keys in Text Editor mode.
Know location and purpose/function of "Next Word" option in "Movement" option.
Know function of <Ctrl> & <Left Arrow> keys in Text Editor mode.
Know location and purpose/function of "Previous Word" option in "Movement" option.
Know function of <Ctrl> & <Right Arrow> keys in Text Editor mode.
Know function of <Up Arrow> key in Text Editor mode.
Know function of <Down Arrow> key in Text Editor mode.

From memory, explain the functions associated with HTML.

Consolidated Components:

Know location and purpose/function of "HTML" option in Text Editor Menu bar.
Know location and purpose/function of "Link Section" option in "HTML" drop down menu. (Text Editor)
Know location and purpose/function of "Edit Section" option in "HTML" drop down menu. (Text Editor)
Know location and purpose/function of "Clear Link" option in "HTML" drop down menu. (Text Editor)
Know location and purpose/function of "Preview" option in "HTML" drop down menu. (Text Editor)
Know location and purpose/function of "Mark Para as Raw HTML" option in "HTML" drop down menu. (Text Editor)
Know location and purpose/function of "View Hidden Code" option in "HTML" drop down menu. (Text Editor)

From memory, explain functions associated that have show/hide attributes.

Consolidated Components:

Know location and purpose/function of "View" option in Text Editor Menu bar.
Know location and purpose/function of "Toolbar" option in "View" drop down menu. (Text Editor)
Know location and purpose/function of "Ruler" option in "View" drop down menu. (Text Editor)
Know location and purpose/function of "Status Bar" option in "View" drop down menu. (Text Editor)
Know location and purpose/function of "Paragraph Mark" option in "View" drop down menu. (Text Editor)
Know location and purpose/function of "Hidden Text" option in "View" drop down menu. (Text Editor)

From memory, explain the functions necessary to change text fonts.

Consolidated Components:

Know location and purpose/function of "Font" option in Text Editor Menu bar.
Know location and purpose/function of "Normal" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Bold" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Italic" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Underline" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Underline" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Double Underline" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Strikethrough" option in "Font" drop down menu. (Text Editor)

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Know location and purpose/function of "Boxed" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "All Caps" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Small Caps" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Superscript" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Subscript" option in "Font" drop down menu. (Text Editor)

From memory, explain the functions associated with spacing.

Consolidated Components:

Know location and purpose/function of "Insert" option in Text Editor Menu bar.
Know location and purpose/function of "Non-Breaking Space" option in "Insert" drop down menu. (Text Editor)
Know location and purpose/function of "Non-Breaking Hyphen" option in "Insert" drop down menu. (Text Editor)
Know location and purpose/function of "Character Spacing" option in "Font" drop down menu. (Text Editor)
Know location and purpose/function of "Paragraph" option in Text Editor Menu bar.
Know location and purpose/function of "Increase Indent Left" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Increase Indent Right" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Increase Heading Indent" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Paragraph Spacing" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of options in "Paragraph Spacing" window. (Text Editor)
"Line Spacing" drop down menu
"Space before" field
"Space after" field
"OK" button
"Cancel" button

From memory, explain the functions used to group text.

Consolidated Components:

Know location and purpose/function of "Keep Together" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Keep With Text" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Prevent Widows/Orphans" option in "Paragraph" drop down menu. (Text Editor)

From memory, explain the functions associated with tabs.

Consolidated Components:

Know location and purpose/function of "Set Tab" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Clear Tab" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of "Clear Tab" option in "Paragraph" drop down menu. (Text Editor)

From memory, explain the functions associated with special characters.

Consolidated Components:

Know location and purpose/function of "Border and Shading" option in "Paragraph" drop down menu. (Text Editor)
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
Know location and purpose/function of "Bullet" option in "Paragraph" drop down menu. (Text Editor)
Know location and purpose/function of options in "Bullet" drop down menu. (Text Editor)
"Round"
"Diamond"
"Solid Square"
"Hollow Square"
"Arrow"

OBJECTIVES ANALYSIS

VISION data entry/retrieval

"Check"
Know location and purpose/function of "Numbering" option in "Paragraph" drop down menu. (Text Editor)
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"

From memory, explain the functions associated with spelling, help, and background color.

Consolidated Components:

- Know location and purpose/function of "Background Color" option in "Paragraph" drop down menu. (Text Editor)
- 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
- Know location and purpose/function of "Tools" optiion in Text Editor menu bar. (Text Editor)
- Know location and purpose/function of "Spelling" option in "Tools" drop down menu. (Text Editor)
- Know location and purpose/function of "Help" option in Text Editor menu bar. (Text Editor)

Given an open VISION database, add data to (populate) an analysis hierarchy.

Insert an analysis component as a child using "Workbench" toolbar.

Insert an analysis component above a sibling using "Workbench" toolbar.

Insert an analysis component below a sibling using "Workbench" toolbar.

Insert an analysis component using the "Right Click" method.

Create an "Organization" component using "Workbench" toolbar.

Create a "Job Position" component using "Workbench" toolbar.

Create a "Responsibility" component using "Workbench" toolbar.

Create a "Function" component using "Workbench" toolbar.

Create a "Phase" component using "Workbench" toolbar.

Create a "Task" component using "Workbench" toolbar.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Create an "Element" componen using "Workbench" toolbar.

Create a "Skill/Knowledge" component using "Workbench" toolbar.

Drag and drop an analysis component from one location to another.

Drag and drop an analysis component from one location to another as a copy.

Drag and drop an analysis component from one location to another as a shared component.

Change level name of an analysis component.

Unlink analysis component.

Delete an analysis componernt.

Break an analysis component link to objective.

View objective link to an analysis component.

View parent(s) of analysis component.

View, interpret, and change analysis "Organaizer", "Job Position", "Responsibility", "Function", "Phase", or "Skill/Knowledge" "General" data.

View, interpret, and change analysis "Task" or "Element" "General" data.

View, interpret, and change analysis component "Selection" data.

View, interpret, and change analysis component "Conditions" data.

View, interpret, and change analysis component "Standards" data.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

View, interpret, and change component Cross Reference data.

View, interpret, and change "Task" component "Analysis" data.

View, interpret, and change "Task" and objective component "Revision" data.

View, interpret, and change component "Document Links" data.

View, interpret, and change "Element" component "Procedure" data.

From memory, explain the functions necessary to add data to (populate) an analysis hierarchy.

From memory, explain the functions necessary to insert a component into an hierarchy.

Consolidated Components:

- Know appearance and location of "Insert Last Child" button in "Workbench" tool bar.
- Know appearance and location of "Sibling Above" button in "Workbench" toolbar.
- Know appearance and location of "Sibling Below" button in "Workbench" toolbar.
- Know location of "Insert" in the component right click drop down menu
- Know purpose/function of items in "Insert" drop down menu:
 - "As child"
 - "As Sibling above"
 - "As Sibling Below"

From memory, explain the functions use to create an analysis component using the Workbench toolbar.

Consolidated Components:

- Know definition/purpose of "Organization" component
- Know definition of "component"
- Know definition of "level"
- Know definition of "sibling"
- Know definition of "parent"
- Know definition of "child"
- Know definition/purpos of "Job Position" component
- Know definition/purpose of "Responsibility" component
- Know definition/purpose of "Function" component
- Know definition/purpose of "Phase" cmponent
- Know definition/purpose of "Task" component
- Know definition/purpose of "Element" component
- Know definition/purpose of "Skill/Knowledge" component

From memory, explain the consequences of moving a component.

Consolidated Components:

- Know definition and consequences of "moving" a component.
- Know definition and consequences of "copying" a component.
- Know definition and consequences of "sharing" a component.

From memory, explain the functions associated with linking analysis components.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Consolidated Components:

Know method to change component level name.
Know location of "Change Level Names" in component Right-Click drop down menu.
Knowledge of location of "Unlink Branch" in analysis component "Right-Click" drop down menu
Knowledge of location of "Unlink Branch" in "Workbench" toolbar.
Knowledge of location of "Delete Branch" in analysis component "Right-Click" drop down menu
Knowledge of location of "Delete Branch" in "Workbench" toolbar
Knowledge of location of "Break Objective Link" in analysis component "Right-Click" drop down menu
Knowledge of location of "Show Objective Links" in analysis component "Right-Click" drop down menu
Knowledge of location of "Show Objective Links" in analysis component "Right-Click" drop down menu

From memory, explain the functions necessary to edit analysis component data.

Consolidated Components:

Know location of and options available in analysis "Organaizer", "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
Know location and purpose/function of options available in analysis "Organaizer", "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
Know location of and purpose of "Show Advisor" button
Know location of and purpose of "OK" button
Know location of and purpose of "Close" button
Know location of and purpose/function of "Help" button
Know location and purpose/function of "<" and ">" buttons
Know location and purpose/function of "Z" button
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
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
"User Defined ID" field
"Cross Reference Number" field
"System ID" field

"Comments" field
"User Defined ID" field
"Cross Reference Numbers" field
"System" ID field
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

OBJECTIVES ANALYSIS

VISION data entry/retrieval

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

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

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

Know location of and options available in component "Cross Reference" tab:
"Cross Reference items linked to this node" field
"Properties" button
"Unlink" button

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

Know location of and options available in "task" component "Analysis" tab:
"Task Analysis" list window
"What is analysis status" drop down menu

Know location and purpose/function of options available in "task" component "Analysis" tab:
"Task Analysis" list window
"What is analysis status" drop down menu

Know location of and options available in "Task" and objective component "Revision" tab:
"Number" field
"Date Last Modified" field
"Last Modified By" field

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

Know location of and options available in component "Documents Links" tab:
"Document" button
"Type" button
"File Path" button
"Document Status" button
"Axtions" button

Know location of and options available in component "Documents Links" tab:
"Document" button
"Type" button
"File Path" button
"Document Status" button
"Axtions" button

Know option available in "Element" component "Procedure" tab:
"Procedurre Content" field"

Know location and purpose/function of option available in "Element" component "Procedure" tab:
"Procedure Content" field"

Given access to an open VISION database, add data to (populate) an Objective

OBJECTIVES ANALYSIS

VISION data entry/retrieval

hierarchy.

Insert an objective component as a child using "Workbench" toolbar.

Insert an objective component above a sibling using "Workbench" toolbar.

Insert an objective component below a sibling using "Workbench" toolbar.

Insert an objective component using the "Right Click" method.

Create an "Organizer" component using "Workbench" toolbar.

Create an "Cognitive Enabler" component using "Workbench" toolbar.

Create an "Cognitive Terminal" component using "Workbench" toolbar.

Create an "Performance Enabler" component using "Workbench" toolbar.

Create an "Performance Terminal" component using "Workbench" toolbar.

View, interpret, and change objective "General" data.

View, interpret, and change objective "Training" data.

View, interpret, and change objective "Content" data.

View, interpret, and change objective "Consolidation" data.

View, interpret, and change objective "Question" data.

From memory, explain the functions necessary to add data to (populate) a VISION objective hierarchy.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

From memory, explain the functions necessary to create objective components using "Workbench" toolbar.

Consolidated Components:

- Know purpose/function of an "Organizer" component.
- Know purpose/function of and "Cognitive Enabler" component.
- Know purpose/function of and "Cognitive Terminal" component.
- Know purpose/function of and "Performance Enabler" component.
- Know purpose/function of and "Performance Terminal" component.

From memory, explain the functions necessary to edit objective component data.

Consolidated Components:

- Know location of and options available in objective component "General" tab:
 - "Condition" field
 - "Behavior" field
 - "Standard" field
 - "User Defined ID" field
 - "System ID" field
- 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
- Know location of and purpose of "Save" button
- 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
 - "Comment" field
- 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
- Know location of and options available in objective component "Content" tab:
 - "Topic" field
 - "Classification" drop down menu
- Know location and purpose/function of options available in objective component "Content" tab:
 - "Topic" field
 - "Classification" drop down menu
- 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
- Know purpose/function of options in "Concept" classification, "Rule" classification, , and "Process" classification:
 - "Intro" field
 - "Main Idea" field
 - "Explanation" field
 - "Examples" field
 - "Practice" field
- Know purpose/function of options in "Procedurre" classification: "Intro" field
 - "Main Idea" field
 - "Explanation" field
 - "Demo" field
 - "Practice" field
- 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

OBJECTIVES ANALYSIS

VISION data entry/retrieval

Know purpose/function of options in "Free Form" classification:

- "Intro" field
- "Main Idea" field
- "Explanation" field
- "Practice" Field
- "Practice" field

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

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

Know location of and options available in objective component "Consolidation" tab:

- "List" window
- "Properties" button
- "Unlink" button
- "Rebuild" button

Know location and purpose/function of options available in objective component "Consolidation" tab:

- "List" window
- "Properties" button
- "Unlink" button
- "Rebuild" button

Given an open VISION database, add data to (populate) a program hierarchy.

Insert and program component as a child using "Workbench" toolbar.

Insert a program component above a sibling using "Workbench" toolbar.

Insert a program component below a sibling using "Workbench" toolbar.

Insert a program component using "Right-Click" method.

View, interpret, and change program "General" data.

View, interpret, and change program "Introduction" data.

View, interpret, and change program "Trainig Info" data.

OBJECTIVES ANALYSIS

VISION data entry/retrieval

From memory, explain the functions necessary to add data to (populate) a program hierarchy.

From memory, explain the functions necessary to edit program component data.

Consolidated Components:

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

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

Know location of and option available in program component "Introduction" tab:

- "Introduction" field

Know location and purpose/function of option available in program component "Introduction" tab:

- "Introduction" field

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

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

Number of objectives

189