

## Task Analysis

### Breaking down how to create a form

Place hand on mouse

Use hand to move mouse until cursor hovers over the link needed for the lesson

Use finger to click left mouse button twice in quick succession

Use hand to move mouse down until the cursor arrow is on "Form" in the toolbar

Use hand to adjust mouse if needed until the word "Form" is highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on "Create a form" in the dropdown box

Use hand to adjust mouse if needed until the words "Create a form" are highlighted in light blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor is behind the 1 in the white box containing "Sample Question 1"

Use finger to click left mouse button once

Use a finger of your choice to press the Backspace key on the keyboard

Hold key down until there are no more letters in that box

Take finger off of Backspace key

Use finger to hold down Shift key.

Use other finger to tap W key

Take finger off of Shift key

Use finger(s) to type out "hat is your last name"

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text "Make this a required question"

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word "Done"

Use finger to click left mouse button once

Use hand to move mouse up until the arrow cursor is up near the top and over the grey box with the green plus sign and little black down arrow with the words "Add item" on it

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on "Paragraph text" in the dropdown box

Use hand to adjust mouse if needed until the words "Paragraph text" are highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor somewhere in the white box containing the text "Untitled question" in light grey

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap W key

Take finger off of Shift key

Use finger(s) to type out "hat is your favorite memory"

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text "Make this a required question"

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word "Done"

Use finger to click left mouse button once

Use hand to move mouse up until the arrow cursor is up near the top and over the grey box with the green plus sign and little black down arrow with the words "Add item" on it

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on "Multiple choice" in the dropdown box

Use hand to adjust mouse if needed until the words "Multiple choice" are highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor somewhere in the white box containing the text “Untitled question” in light grey

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap W key

Take finger off of Shift key

Use finger(s) to type out “hich of these is your favorite color”

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move cursor down until it is over the white box with the text “Option 1”

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap B key

Take finger off of Shift key

Use finger(s) to type out “lue”

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text “Click to add option”

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap R key

Take finger off of Shift key

Use finger(s) to type out “ed”

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text “Click to add option”

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap Y key

Take finger off of Shift key

Use finger(s) to type out “ellow”

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text “Make this a required question”

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word “Done”

Use finger to click left mouse button once

Use hand to move mouse up until the arrow cursor is up near the top and over the grey box with the green plus sign and little black down arrow with the words “Add item” on it

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on “Checkboxes” in the dropdown box

Use hand to adjust mouse if needed until the word “Checkboxes” is highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor somewhere in the white box containing the text “Untitled question” in light grey

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap W key

Take finger off of Shift key

Use finger(s) to type out “hat foods do you like to eat”

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move cursor down until it is over the white box with the text “Option 1”

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap I key

Take finger off of Shift key

Use finger(s) to type out “ndian”

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text “Click to add option”

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap I key

Take finger off of Shift key

Use finger(s) to type out "talian"

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text "Click to add option"

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap C key

Take finger off of Shift key

Use finger(s) to type out "hinese"

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text "Make this a required question"

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word "Done"

Use finger to click left mouse button once

Use hand to move mouse up until the arrow cursor is up near the top and over the grey box with the green plus sign and little black down arrow with the words "Add item" on it

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on "Chose from a list" in the dropdown box

Use hand to adjust mouse if needed until the words "Chose from a list" are highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor somewhere in the white box containing the text "Untitled question" in light grey

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap W key

Take finger off of Shift key

Use finger(s) to type out “hich city would you like to visit”

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move cursor down until it is over the white box with the text “Option 1”

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap L key

Take finger off of Shift key

Use finger(s) to type out “ondon”

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text “Click to add option”

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap R key

Take finger off of Shift key

Use finger(s) to type out “ome”

Put hand back on mouse if needed

Use hand to move mouse down slightly until the cursor is a little hand pointing to the light white box with the text “Click to add option”

Use finger to click left mouse button twice in quick succession

Use finger to hold down Shift key.

Use other finger to tap C key

Take finger off of Shift key

Use finger(s) to type out “airo”

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text “Make this a required question”

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word "Done"

Use finger to click left mouse button once

Use hand to move mouse up until the arrow cursor is up near the top and over the grey box with the green plus sign and little black down arrow with the words "Add item" on it

Use finger to click left mouse button once

Use hand to move mouse down until the cursor arrow is on "Scale" in the dropdown box

Use hand to adjust mouse if needed until the word "Scale" is highlighted in blue

Use finger to click left mouse button once

Use hand to move mouse up until the cursor somewhere in the white box containing the text "Untitled question" in light grey

Use finger to click left mouse button once

Use finger to hold down Shift key.

Use other finger to tap O key

Take finger off of Shift key

Use finger(s) to type out "n a scale of 1 to 5, how much do you like to travel"

Use finger to hold Shift key

Use other finger to tap ?/ key

Take finger off of Shift Key

Put hand back on mouse if needed

Use hand to move mouse cursor toward the little white box next to the text "Make this a required question"

Use hand to adjust mouse if needed until the cursor becomes a little hand pointing to the white box

Use finger to click left mouse button once so that the box becomes checked

Use hand to move mouse cursor a little to the left until the arrow is over the grey box with the word "Done"

Use finger to click left mouse button once

Use hand to move mouse to the upper right hand corner until the cursor turns into a little hand pointing to the grey box with the text "Save"

Use finger to click left mouse button once

Take hand off mouse

Use hand to pat yourself on the back for creating a form using the most common question types