Task Analysis Worksheet

1. **List the task to be analyzed and preliminary information**
   Jake will be creating a PDF from a Word document.
   Tuesday, May 25, 2010 at 9 a.m.
   Logistics company

2. **Break down each task into functional behaviors according to the following:**
   Task
   Creating a PDF from a Word document

Subtask	Subtask	Subtask
Save the current document	Print to PDF	Saving the PDF
Element	**Element**	**Element**
1. Left-click the Windows button	1. Left-click the Windows button	1. Choose a destination to save to
2. Left-click 'Save'	2. Left-click 'Print'	2. Name your document
3. Choose a destination to save to	3. In the pop-up window, select 'Adobe PDF' from the first dropdown menu.	3. Left-click save
4. Name your document	4. Left-click 'OK'	
5. Left-click save		

   Note: Down-saving a document to an earlier version of Word will be covered separately.

3. **Describe the functional behaviors in terms of the specific behaviors that the learners are expected to exhibit.**