

1. Grouping

Document	Open File, Close File, Open Copy of File, Save, Save As, New, Delete, Quit, Undo, Print: Print, Print Preview,
Edit	Cut, Copy, Paste, Clear, Repeat Edit, Add Footnote, Font: Character Style, Change Font, Plain Text, Bold Text, Italic Text, Underline, Point Size (Increase Point Size, Decrease)
Layout	Glossary, Preferences, Repaginate, Add Page Break, Lay Out Document,
Page	Page Setup, View Page, Position on Page, Renumber Pages, Format Paragraph Content: Go To, Go Back, View Index, See Table of Contents
Insert	Insert Graphic, Insert Index Entry, Table
Search	Find Word, Change Word, Check Spelling, Count Words
Share	Open Mail, Send Mail
Help	Show Alternative Document, Help

Different with final results:

The difference between us mainly focus on the Search\Share\Help item put in the 1st level, because it's easy to use. However, other group member thinks that the 1st level should be clearly, and my choice makes there are too many items in first which makes it difficult to read (STM). Therefore, we put some of them in Layout, File items. What's more, the page-relevant labels I put in Page item. After discussion, I understand some misunderstand parts, and found some of them can be put in other items which is better. Then, show alternative document, none of our member have a good understanding relate to that words, so I just put it to the help items.

2. Problems:

- (1) Why do some functions always seem to be grouped together?
 - a. They have similar functions
 - b. Designed for STM (limited capacity - 7 ± 2 chunks)
 - c. Easy to use
- (2) Why do some groups of functions always get categorized correctly?
 - a. Natural language level is easy to understand
 - b. Consensus in many software
- (3) Why are some less easy to place under the 'correct' heading?
 - a. Ambiguous meaning
 - b. Specific function in specific software
- (4) Why is this important?
 - a. Help people use more efficient
 - b. Make the interface more readable
 - c. Natural language understandable and clear, ergonomics