



learn **Word97**

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Outline

About this Course

This course provides comprehensive, step-by-step training for those wishing to use Microsoft Word 97. CRT's **Intelligent Learning Technology (ILT)** enables you to work at your own pace and assess your progress as you go along.

For each Word 97 feature covered by the course, a **Tutorial** screen provides a detailed explanation of the feature. After the tutorial, work through the **Exercise** and gain practical experience of the Word 97 feature by using it in a simulated environment. Full guidance is given every step of the way. For some features, if you prefer, you can watch a demonstration instead.

If Word 97 is installed on your computer, you can also practice many of the features using actual documents supplied with this product.

As well as using this course as a tutorial, you will find the **Quick Search** facility ideal as a reference tool for finding detailed information about any Word 97 feature or facility covered by the course.

Getting Started

It's advisable to work through the section called **How to Use This Course** before anything else. This provides practical instructions about how to make the best use of all the facilities.

Learning Objective

Before you start the course, you need to set your **Learning Objective**. There are three levels to choose from:

- **Quick Start** - if you are new to Word 97 and just need to know the basics to get started.
- **Day-to-Day** - if you plan to use Word 97 frequently. This level is equivalent to Certified Microsoft Office User - Proficient User level.
- **In Depth** - to learn about the more advanced features of Word 97. This level is equivalent to Certified Microsoft Office User - Expert User level.

Getting Assessed

The next step is to carry out the **Pre-Course Assessment** to assess your current knowledge and be advised about areas where gaps exist. Don't worry if you don't know the answers at this stage! When you have finished the course, carry out the **Post-Course Assessment** to see how much your knowledge has improved.

Course Structure

The course is divided into **Modules**. Within each module there are **Subject Areas**. Each subject area has a number of **Topics** which cover different features or facilities of Microsoft Word 97. The topics available to you depend on the learning objective you have chosen. For the In-Depth level you can access all the topics in the course. For Day-to-Day you can access both the Day-to-Day topics and the Quick Start topics. At the Quick Start level you can only access only the Quick Start topics.

Module Quizzes

At the end of each module there is a quiz. Answer the questions carefully and see if you need to cover any parts of the module again.

Progress

As you progress through the course, the topics you have covered are marked as complete. You can see your progress at any time by clicking the **Progress** button on the Main Menu toolbar. Whenever you leave the course, the details of your progress are saved to disk and restored the next time you use the course. You can then resume the course from the point at which you left it by clicking the **Next Topic** button on the Main Menu toolbar.

Bookmarks

To mark a topic of interest and be able to go straight to it at any time, just click the **Add Bookmark** button to add it to your bookmark list. Click the **View Bookmarks** button to select a topic from your list of bookmarks.

Quick Search

Click the **Quick Search** button on the Main Menu toolbar to see the list of topics for your learning objective. Select from the list and go straight to the chosen topic.

Glossary

Click the **Glossary** button at any time to find the meaning of any technical term used in this course.

The Main Menu Toolbar



The Main Menu toolbar contains the following buttons:



Restore Progress

Restore the details of your previous progress from disk. This will restore the details of your progress as they were when you last saved them. So the details of any progress you have made since then will be lost.



Save Progress

Save the details of your current progress to disk. It's a good idea to do this every so often so that the information is not lost should your system fail.



Set Learning Objective

Change your learning objective.



View Assessment Results

See the results of your pre-course and post-course assessments.



Progress Map

See how much of the course you have completed so far.



Add Bookmark

This button is available when you have a topic selected on the Main Menu. Click the button to add the topic to your list of bookmarks.



View Bookmarks

Click this button to access your list of bookmarks. Just click a line in the list to open the topic on the Main Menu.



Quick Search

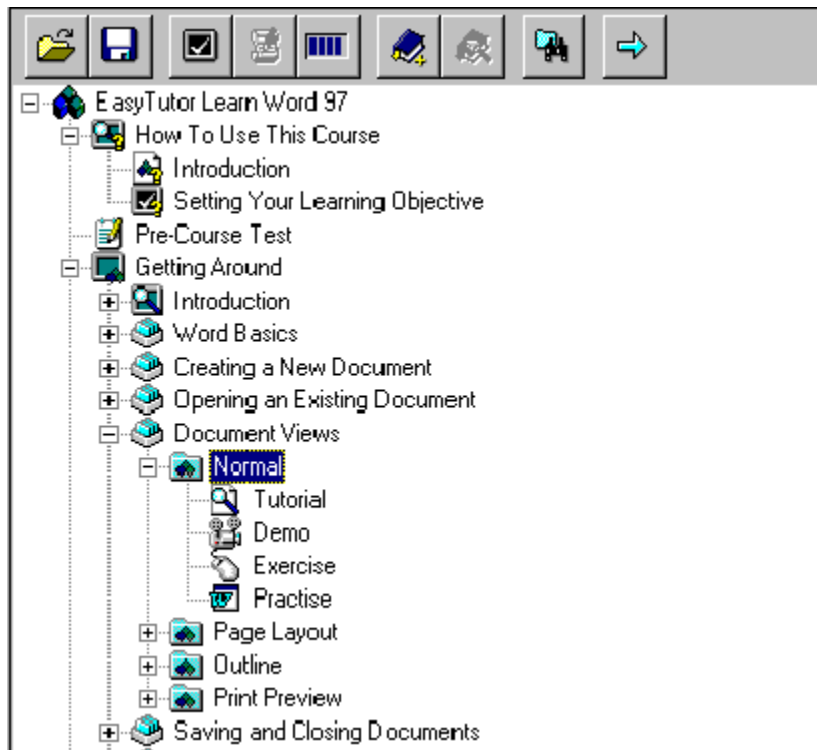
Browse through the list of topics, choose the one you want and jump straight to it.



Next Topic

Jump to the next topic in your learning objective that you have not completed yet.

The Main Menu Screen



Modules

The Main Menu provides access to any part of the course. This screen shows the whole course as a tree structure. Each module is shown as a branch of the tree.

To expand a module such as **Getting Around**, just point and click. The main components of the module are revealed. Each module has the following main components: Module Introduction, Subject Areas and the Module Quiz.

Subject Areas

To open a subject area such as **Opening Word**, just point and click. The topics in the subject area are revealed.

Topics

To open a topic, click the box to the left to reveal the learning components.

Learning Components

All topics have one or more learning components. Click on a component to call it up. The best place to start for any topic is the Tutorial.

The **essential** learning components are the Tutorial and the Exercise as these count towards your progress.

Once you have entered a topic, you can work through the essential components using the next step buttons on the Tutorial screen and Exercise screen toolbars. The **Next** button on an Exercise screen takes you automatically to the Tutorial for the next topic.

Tutorial

All topics have a **Tutorial** that explains how to use a particular feature - this is always the best place to start a topic.

Demo

Most topics have a **Demo** component that demonstrates how it's done.

Exercise

Most topics also have an **Exercise** component that provides valuable hands-on experience as it guides you through the steps you need to take in a simulated environment.

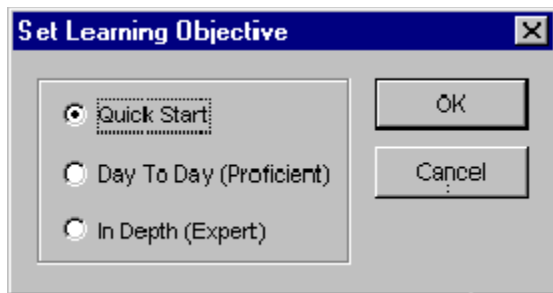
Practice

Many topics also have a **Practice** component. This enables you to try out what you have learned using the real Word 97 (as long as it's installed on your computer).

Setting Your Learning Objective



Start the course by setting your **Learning Objective**. Click the **Set Learning Objective** button on the Main Menu toolbar to bring up the **Learning Objective Dialog**.



There are three options to choose from:

Quick Start

- if you want to learn just the bare basics you need to get started quickly.

Day-to-Day

- for normal use. This level is equivalent to Certified Microsoft Office User - Proficient User level.

In Depth

- to learn about the more advanced features of Word 97 as well. This level is equivalent to Certified Microsoft Office User - Expert User level.

Just click the radio button next to the objective you wish to achieve, then click the **OK** button.

The Pre-Course Assessment



The **Pre-Course Assessment** consists a number of questions. To answer a question just select the answer you think is correct from the multiple choice list. Your total score is given when you've finished. This score is used to compare with the score you achieve in the **Post-Course Assessment** so that you can see how much your knowledge has improved when you have finished the course.

The Tutorial Screen

The Tutorial screen explains the topic in detail. An outline of the topic is also provided in a text box displayed over the window. Just click the **OK** button remove the text box. If your computer has a sound card and headphones or speakers, you can also listen to a short explanation of the topic.

Use the vertical scroll bar to scroll through the tutorial text.

Tutorial Toolbar Buttons



Main Menu

Return to the Main Menu



Print

Print the tutorial text displayed on the screen.



Stop/Start Audio

Pause the audio currently playing or resume playing the audio after a pause.



Replay Audio

Replay the audio introduction.



Next

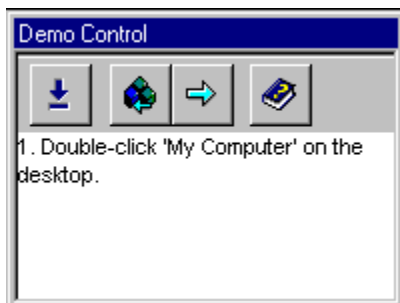
Jump to the **Exercise** for this topic if there is one, or the **Tutorial** for the next topic if there isn't.

The Demo Screen

On the Demo screen you are taken through a demonstration of the feature described in the Tutorial.

Each step of the way is accompanied by audio instructions and explanations. **The Demo Control Window** displays the instructions and explanations. If your computer does not have audio capability, then you will need to click the **Step** button to move on.

The Demo Control Window can be moved around the screen. If the Demo needs to click on the area below the window, then the window automatically moves out of the way.



The Demo Control Window sits above the Demo screen. As well as providing step by step instructions it has a task bar with the following control buttons:



Show All Steps

Display the full list of steps in the demo.



Main Menu

Exit from the demo and return to the Main Menu.



Step

Continue with the next step in the demo - this button only appears if your computer does not have a sound card.



Next

This is available when the demo is complete. Click this button to go to the next topic in your learning objective.



Help

Click this button to display help about operating Demos.

The Exercise Screen

Summary

The Exercise Screen guides you through a simulation of the feature described in the Tutorial.

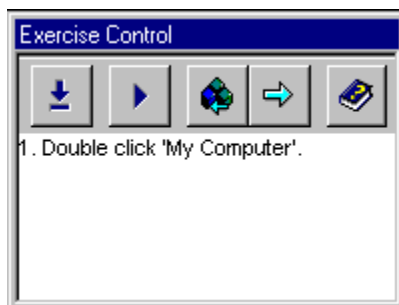
Just follow the audio instructions. If your computer does not have audio capability, just follow the instructions displayed in the Exercise Control Window. When you have carried out an instruction, the next instruction is given automatically and so on until you reach the end of the exercise.

Types of Instruction

To carry out an instruction you may need to use either the mouse or the keyboard, for example:

- Click in a particular place on the screen
- Double-click an item on the screen
- Click an object using the right mouse key.
- Click an object and drag it to another position.
- Click in a particular place and drag to another place to select an area.
- Type in a word or number.
- Press a combination of keys on the keyboard.

Exercise Control Window



The Exercise Control Window sits above the Exercise screen. As well as providing step by step instructions it has a task bar with the following control buttons:



Show/Hide all Steps

Display a list the instructions for all the steps in the demo. When pressed a second time, the list is closed and just the instruction for the current step is displayed.



Replay Audio

Replay the last audio instruction..



Main Menu

Exit from the demo and return to the Main Menu.



Next

This is available when the exercise is complete. Click this button to go to the next topic in your learning objective.



Help

Click this button to display help about operating Exercises.

Practice

This option is available for most topics, but only if Word 97 is installed on your computer. When you select this option, Word is opened automatically and the document that was used in the topic's exercise, is opened up inside Word.

You can change the document as much as you like. If you wish to keep the changes you have made, then save the document to a folder on your hard drive. In any case close the document when you have finished, before you return to the training course.

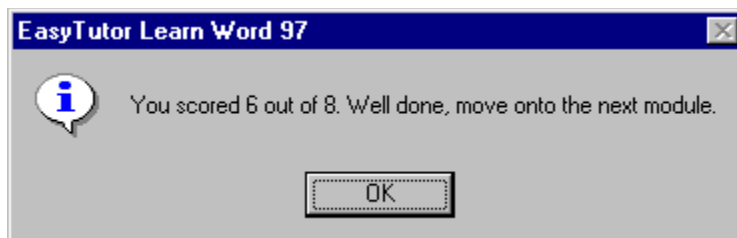
Module Quizzes



Questions

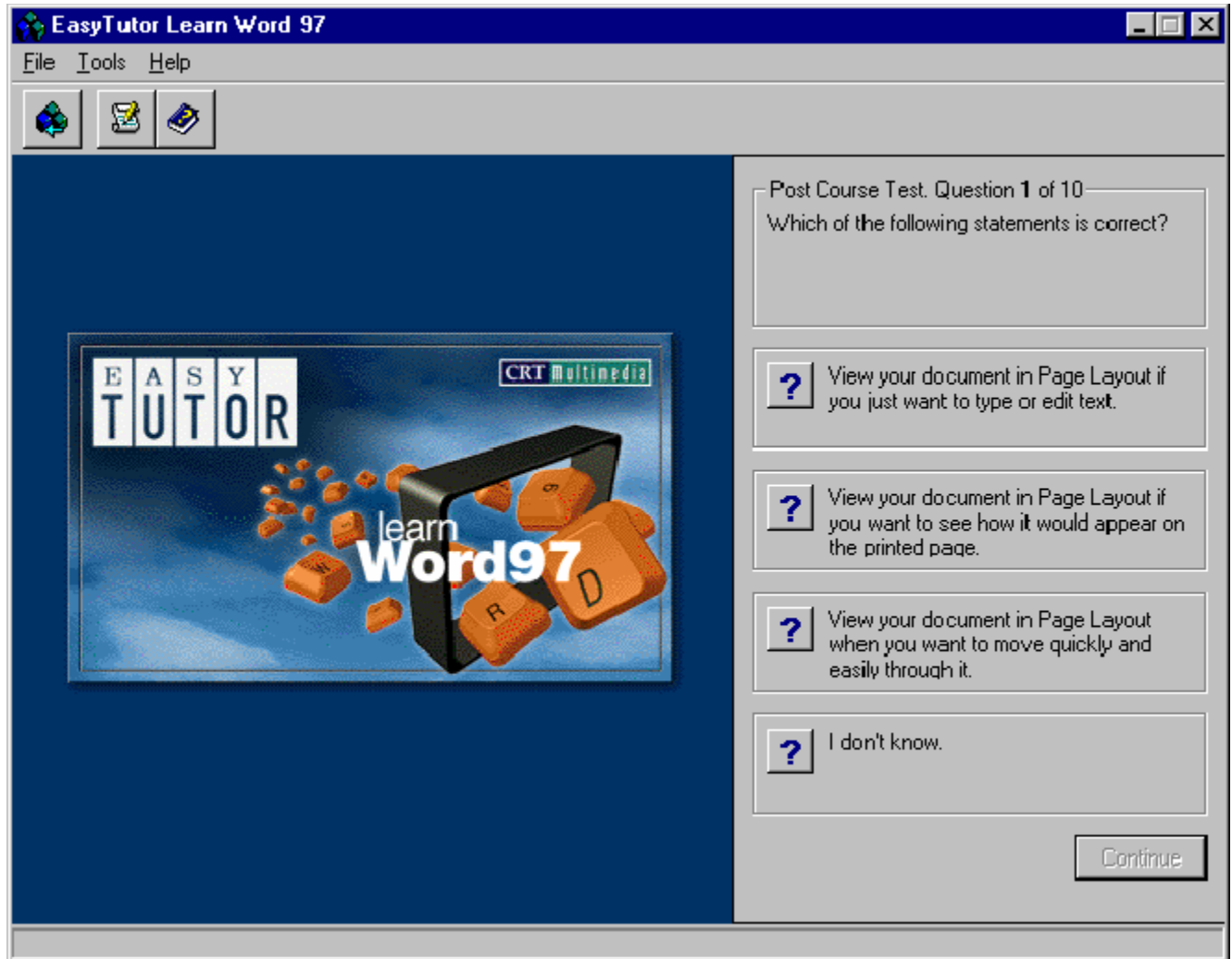
At the end of each module there is a quiz to test how much you remember about the module. The quiz consists of a number of questions. To answer a question just select the answer you think is correct from the multiple choice list. Your total score is given when you've finished.

Quiz Score



The quiz enables you to check your knowledge about the module and see which topics you need to revisit. You can do the module quizzes as many times as you like.

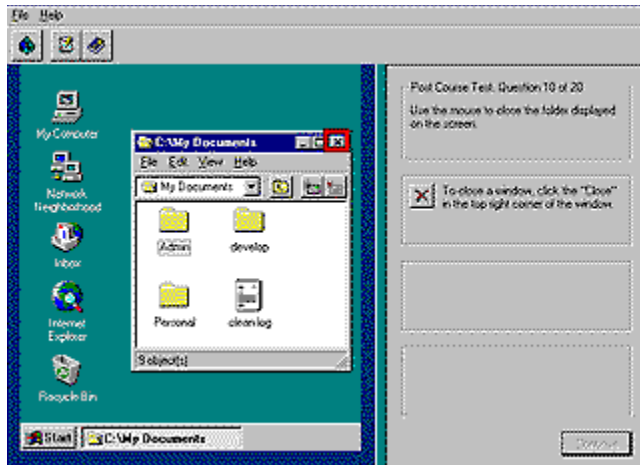
The Post-Course Assessment



Questions

The **Post-Course Assessment** consists of a number of questions. To answer a question just select the answer you think is correct from the multiple choice list. Your total score is given when you've finished. Recommendations are made to revisit subject areas where your knowledge need improvement.

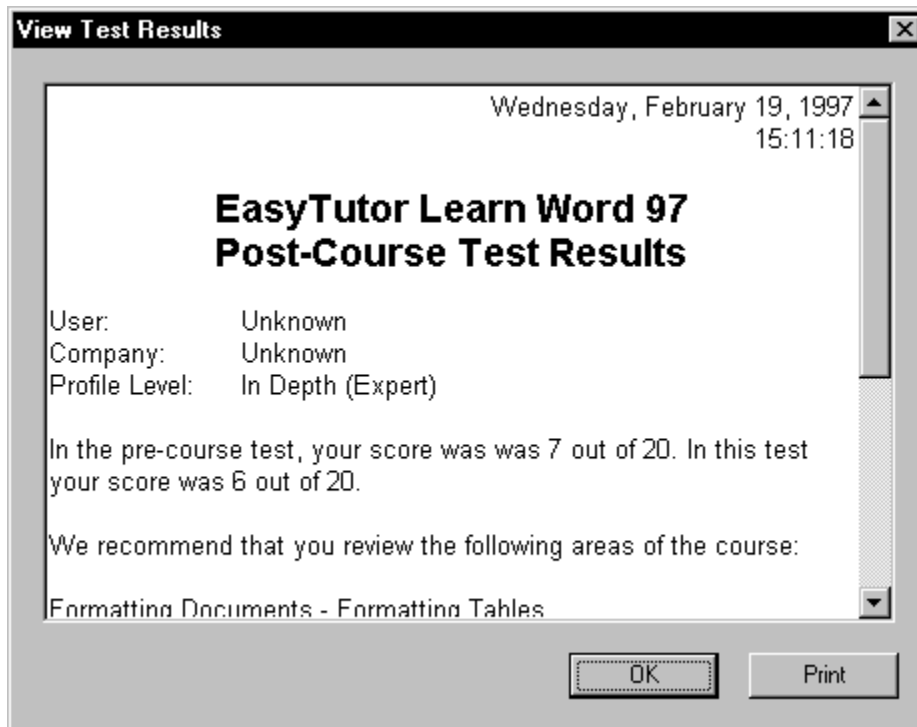
Action Questions



For some questions you need to provide the answer by using the mouse to click a particular area of the screen, for example to click on the 'X' button to close a window. It's important that you click in exactly the right place on the screen and use the right type of click. This could be one of the following:

- single click - using the left mouse button
- double click - using the left mouse button
- right click - single click using the right mouse button

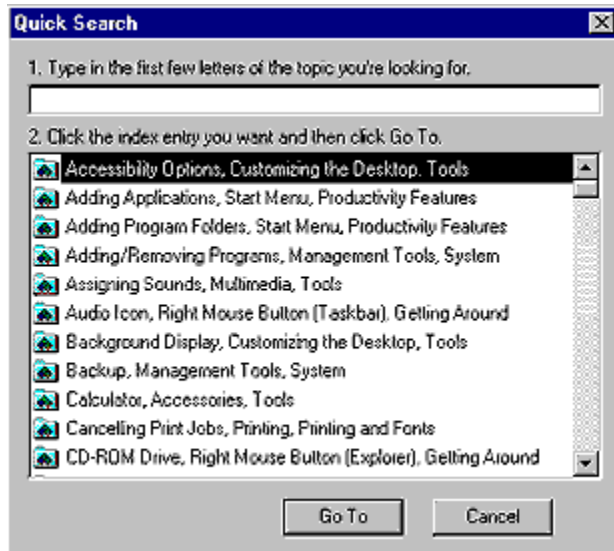
If you click the wrong place or use the wrong type of click, your answer will be marked as wrong.



Test Results

You can see your test results and recommendations at any time by clicking the button called **View Assessment Results** on the Main Menu toolbar.

Quick Search



Click the **Quick Search** button on the Main Menu toolbar to bring up the Quick Search dialog. This dialog lists all the topics for your learning objective in alphabetical order.

You can scroll through the list using the vertical scrollbar. When you see a topic you would like to access, either double-click on the line or select the line and click the **OK** button.

Alternatively you can type in the first few letters of the topic you wish to see in the text box at the top of the dialog. As you type in, the selection box automatically rolls to display the topic or topics that start with those letters or which are nearest alphabetically. To access a particular topic, double-click the relevant line in the selection box or select the line and click the **OK** button.

Glossary

The **Glossary** contains a list of technical terms arranged alphabetically.

Browse through the **Contents** using the vertical scrollbar or by pressing the **Page up** and **Page down** keys on the keyboard.

Just click a term to see its definition or description. When you've read the description, click the **Back** button on the toolbar to return to the **Contents**.

To close the glossary, click **File** on the menu bar and select **Exit**.

