Secretaries' Training Guide

This training guide is designed to teach you how to use Windows® 3.1 in your every day work. Section 1 introduces you to Windows Program Manager. This section covers each of Program Manager's menus and the function of each option in that menu. Section 2 introduces you to the File Manager and teaches you how to perform file operations such as move, copy and delete. Finally, section 3 covers configuring Windows 3.1 for your system. You will learn about the Control Panel, fonts, printers and colors.

Section I
This section offers an introduction to Program Manager. Program Manager is the desktop of Windows 3.1. It organizes your programs into groups and allows you to start programs and change the program options.

Menus

File Menu

Options Menu

Window Menu

Help Menu