Contents for   Help on WinTutor

WinTutor courses provide the best and fastest way to learn Windows, and Windows-based software products.

The following are the topics covered in WinTutor Help:

Starting a Lesson

Parts of a Lesson

Navigating within a Lesson

Tips on taking a WinTutor Course

Starting a Lesson

The procedure for starting a lesson is described in detail in Lesson 1 of this course. The following is a brief description of the procedure:

The first step required to take a lesson is to open the WinTutor group. This is done by double-clicking the WinTutor group icon, which is found in the Program Manager Group Window.

   Click here to see what your Program Manager might look like.

The next step is to execute the desired course by double-clicking the course icon in the WinTutor group.

   Click here to see what the WinTutor Group looks like.

Finally, choose the desired lesson from the Course Menu, which is displayed after the course begins execution.

Parts of a Lesson

A typical WinTutor lesson consists of the following components:

Simulations

Lesson Review

Navigating within a Lesson

When you begin a lesson, you will hear audio, and the lesson will initially run by itself. All you need to do is watch the screen and listen to the audio. The WinTutor Status Line, which is located at the bottom of the screen, will look like this.

Pause	Backup	Menu	Exit	Help	

Notice that there are five buttons, and the area to the right of the buttons is blank. Click any of the buttons to see what its purpose is.

Eventually, the lesson will.ask you for input, either via the keyboard or mouse, and the lesson will stop and wait for your input. When this happens, the Status Line will tell you what you are supposed to do. For example, the Status Line might look like this:

Pause	Backup	Menu	Exit	Help	Click your mouse to continue

Notice that the first three buttons are grayed. This means that you cannot use these buttons when the lesson is waiting for input from you. You can, however, use either of the right two buttons. Also notice that the area to the right of the buttons contains instructions on what you are supposed to do. After you perform the task, in this case click your mouse, the lesson will continue and the Status Line will return to its previous state, which is displayed above. If you desire, you can click any part ot the Status Line to see what it does, or what its purpose is.

Tips on taking a WinTutor Course

Take lessons in order when learning the subject matter, such as Quattro Pro, for the first time. Part of Lesson 1 teaches you how to take a WinTutor course. Taking Lesson 1 is the best way to learn how to do this.

If you need to learn how to use the mouse, take Lesson 1 of this course. Instructions for using the mouse are provided within Lesson 1 of most WinTutor courses.

Use the Course Index to go to a specific topic anywhere within the course.

Use the Lesson Menu to go to a specific topic anywhere within the current lesson. This is especially useful to replay the current topic from the beginning, when you don't fully understand it. (The current topic is the subject that is being discussed at the present time.) You do this by selecting the current topic from the Lesson Menu. The current topic is always the one that is highlighted when you initially invoke the Lesson Menu.

When taking a lesson, if the currently displayed Status Line Instruction Area contains instructions, then perform the requested instructions. Completing the requested instructions properly causes the lesson to continue. If there are no instructions within the Status Line Instruction Area, then just watch the screen and listen to the audio, until the next time you are instructed to enter input.

Use the Backup Button to rewind the lesson a little bit. This is especially useful if you miss a point, and want to see and hear the point again.

Course Menu

The Course menu allows you to choose which lesson that you want to run, or allows you to go to a particular topic, via the Course Index.

The following is a part of the Course Menu. Click any part of the menu to learn what it does, or what its purpose is.

Lesson 1: Course Introduction
▶ Lesson 2: Getting Started
Lesson 3: Entering Labels
Lesson 4: Entering Values
Lesson 5: Copying and Moving Data
Lesson 6: Changing Data
Lesson 7: Entering Calculations
Lesson 8: Working with Columns and Rows
Lesson 9: Formatting your Spreadsheet
Lesson 10: Getting Help
Lesson 11: Printing your Spreadsheet
Lesson 12: Working with Multiple Pages
Lesson 13: Creating a Simple Graph

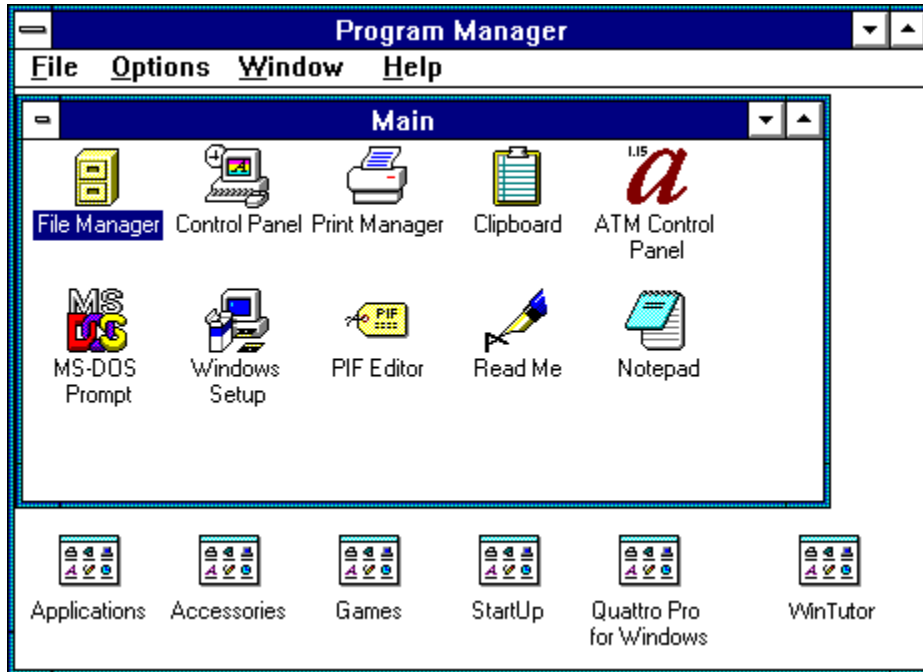If you have NEVER run WinTutor before, make sure that Lesson 1 is highlighted, and press the <Enter> key.

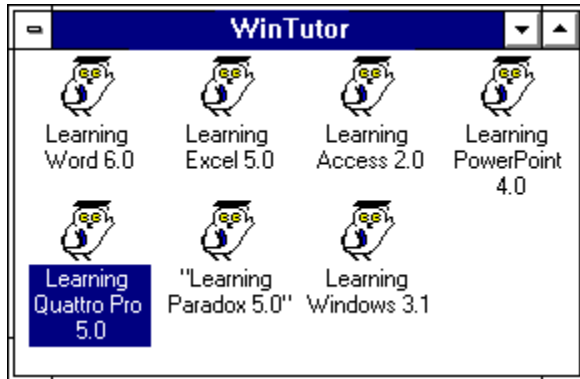nsultants, Inc.

Run

Help

Index

Exit

Program Manager Group

The following is what your Program Manager Group window might look like. Notice that the WinTutor Group Icon is in the lower right corner of the Program Manager Group window.

WinTutor Group

The following is what your WinTutor Group might look like. Double-click the Learning Quattro Pro icon to start the course.

Simulations

Most WinTutor lessons consist primarily of simulations of sessions with the system you are learning about. For example, in the *Learning Quattro Pro for Windows* course, the lessons contain many simulations of sessions using Quattro Pro for Windows.

You interact with a simulation of Quattro Pro for Windows in almost the same way that you interact with "real" Quattro Pro. The main difference is that, during the simulation, we make sure that you don't go wrong. We monitor your keystrokes and mouse clicks, and let you know when you do the wrong thing.

Lesson Review

The Lesson Review appears near the end of all WinTutor lessons. It quickly reviews the important material covered within the lesson.

During the review, you will not be prompted to perform any tasks. Simply click the mouse to view the next screen in the Review.

Answer #1 Button
Clicking this button chooses answer #1.

Answer #2 Button
Clicking this button chooses answer #2.

Answer #3 Button
Clicking this button chooses answer #3.

Answer #4 Button
Clicking this button chooses answer #4.

Answer #1
This is the description of answer #1.

Answer #2
This is the description of answer #2.

Answer #3
This is the description of answer #3.

Answer #4
This is the description of answer #4.

Volume Control Slider
You can modify the audio level via the Volume Control Slider, which is located on the Lesson Menu. To raise the volume, drag the slider to the right. To lower the volume, drag the slider to the left.

After adjusting the volume, you can return where you left off in the lesson by clicking the Cancel button. If you click the OK button, you will return to the **beginning** of the topic you were in when you clicked the Menu button.

Backup Button

This button is used to move back in the lesson a little bit. It is especially useful in those instances where you didn't quite understand a point made in the lesson, and you want to see and hear that point again.

The following is an example of what happens when you click the Backup Button.

```
18 sec
29 sec
44 sec
55 sec
Resume  Backup  Menu  Exit  Help
```
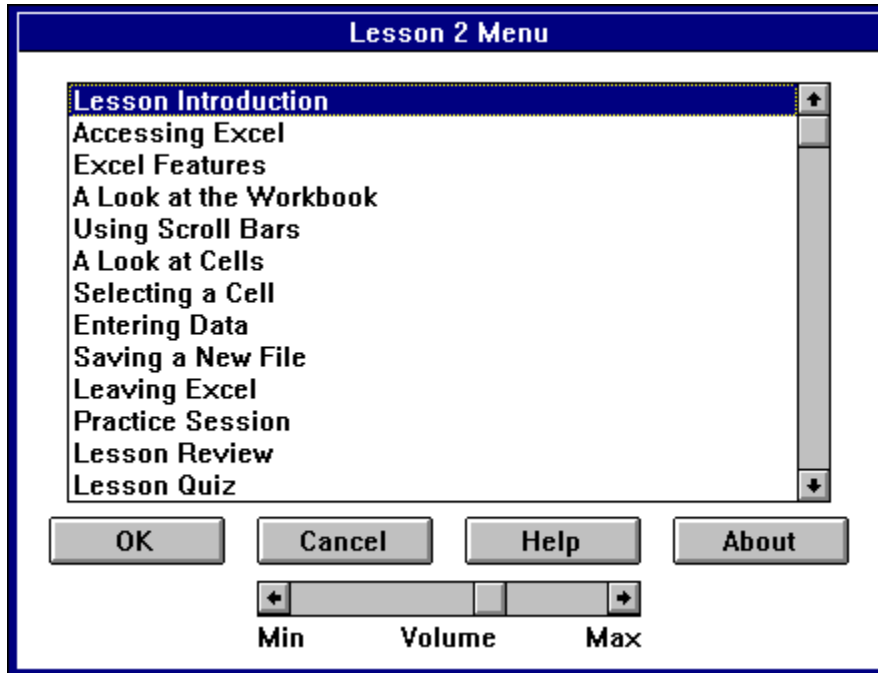
Note that there are four choices. If, for example, you click "29 sec", the lesson will execute 29 seconds back from the current position in the lesson. It's like pressing the Rewind Button on your video tape player for a few seconds.

Pause Button
Clicking this button suspends the execution of the lesson. The Pause Button changes to a Resume Button. Clicking the Resume Button causes the lesson to continue. This button is useful to temporarily suspend a lesson, for example to answer your phone.

The Lesson Menu

Clicking the Menu button on the Status Line brings up the Lesson Menu. The following is a sample Lesson Menu. Click any part of the menu to learn what it does, or what its purpose is.

Lesson Menu Title Bar
This Title Bar displays the lesson number and indicates that this is the Lesson Menu.

Lesson Topics
This section lists all the topics covered in this lesson. The initially highlighted topic is the one you were in when you clicked the Menu Button.You can go directly to any listed topic by either double-clicking the topic, or clicking the topic and then clicking the OK Button.

Lesson Menu OK Button
Clicking this button takes you to the beginning of the highlighted topic.

Lesson Menu Cancel Button
Clicking this button returns you to the lesson, at the place you were when you clicked the Menu Button.
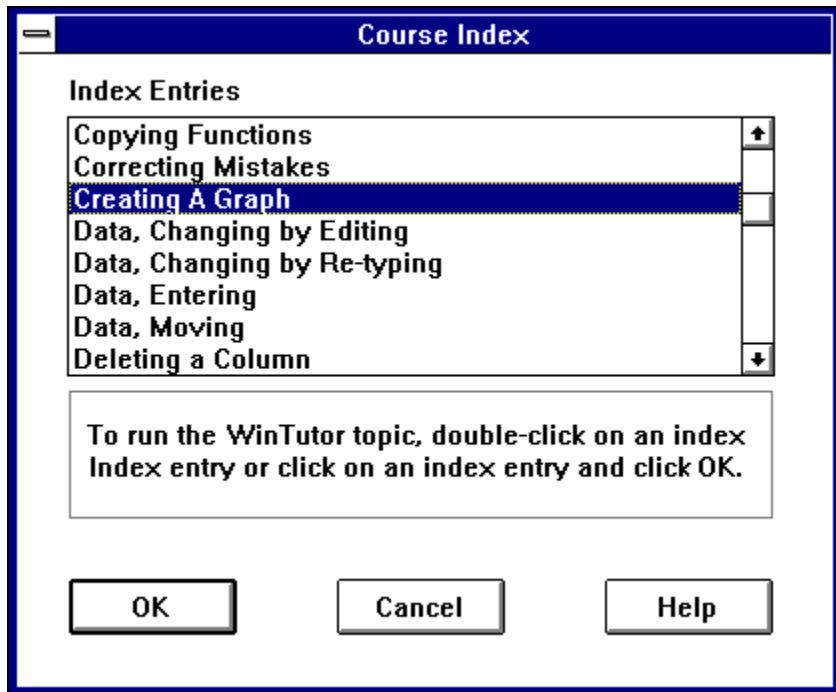
Lesson Menu Help Button
Clicking this button gives you help on how to use the Lesson Menu.

Lesson Menu About Button
Clicking this button gives you information about the WinTutor program.

Course Index

You can go directly to any topic within the entire course by using the Course Index. The following is a sample of a Course Index Screen. Click any part of the screen to learn what it does, or what its purpose is.

Course Index

Index Entries

Copying Functions
Correcting Mistakes
Creating A Graph
Data, Changing by Editing
Data, Changing by Re-typing
Data, Entering
Data, Moving
Deleting a Column

To run the WinTutor topic, double-click on an index Index entry or click on an index entry and click OK.

OK   Cancel   Help

Course Index Title Bar

The Title Bar identifies this window as the Course Index.

Current Lesson
This is the lesson that is currently selected. Clicking the Run Button runs this lesson.

Lesson List
This is a list of all the lessons in this course. You can run any of these lessons by clicking it and then clicking the Run Button.

Course Menu Run Button
Clicking this button executes the currently selected lesson, which is the one that is highlighted in yellow.

Course Menu Help Button
Clicking this button gives you help on how to use the Course Menu.

Course Menu Exit Button
Clicking this button allows you to exit the course.

Topic List
This area contains a list of all the topics that you can access. You can use the Scroll Bar to display the other topics in the list. To jump to a particular topic, you can either highlight the desired topic by clicking it, and then clicking the OK Button, or you can double-click the desired topic.

Course Index Scroll Bar
Use this Scroll bar to display other topics in the list.

Course Index OK Button
Clicking this button jumps to the highlighted topic.

Current Topic
This is the currently selected topic. Clicking the OK button will allow you to jump to this topic.

Course Index Cancel Button
Clicking this button returns you to the Course Menu.

Course Index Highlighted Topic

Course Index Help Button
Clicking this button displays help on how to use the Course Index.

Exit Button

Status Line Exit Button
Clicking this button allows you to exit the lesson and return to the Course Menu.

The Help Button
Clicking this button gives you help on how to navigate within a lesson.

Grayed Buttons
When buttons are grayed, you cannot use them at the present time.

Status Line Instruction Area

This area displays instructions for actions that you are now supposed to take, such as entering characters from the keyboard, or clicking an object on the screen with your mouse. If this area is blank, then there is no action for you to perform at this time.