

Microsoft Office 97: Intermediate Word 97

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How to Use the Course

To start the course

If you are using the course completely independently and you have to install it for yourself, consult the section "Installation Procedure" in this manual.

Normally, the course will have been installed for you, and all you will have to do is start it up.

First turn on your computer.

Make sure you know which drive the course is installed on. (The course administrator or whoever is in charge of the installation should be able to tell you. It is normally installed on the C: drive or on your LAN.)

Run windows, open the appropriate CBT group and then select the course.

All you have to do now is follow the instructions on screen.

If the Student Registration system is in place

Type your user-number. This will be supplied by whoever is administering the course. You may also be asked to type a password. This will be supplied by your course administrator.

If the Student Registration system is not in place

Type 0 when you are asked for your user-number.
This will take you straight to the main menu screen.

If the Self Registration system is in place

If you have not been allocated a user-number, type *self*.
You will then be prompted to enter your name and whatever number you choose.
Your user-number will then be created for you, and any time you re-enter the course, you should enter this user-number.

Main menu/course map

When you first enter the course, you will be presented with the course map, which also functions as the course menu, with course units listed.

To see the topics menu for any unit, click that unit. To see the topics menu for another unit, there is no need to close the current topics menu: simply click the relevant unit in the list of course units to replace the current topics list with the required topics list.

Double-click any topic to enter the unit at the start of that topic.

Double-click any screen number to enter the unit at the start of that particular screen.

Option button	Keypress	Action
<u>B</u> ookmark	Alt + b	Takes you back to the start of the screen you were in when you last left the course (only active if you have been into the course before)
<u>T</u> est	Alt + t	Takes you to the test menu
<u>P</u> rogress	Alt + p	Shows parts of the course accessed and your test score (if applicable)
<u>G</u> lossary	Alt + g	Takes you to the course glossary
<u>O</u> K	Alt + o	Takes you into the course at the topic or screen selected
<u>C</u> lose	Alt + l	Takes you back to the point in the course where you chose the Navigate option (only active if you have entered the course map from the Navigate option in the course)
<u>E</u> xit course	Alt + x	Takes you out of the course

Course screens

Unit aim and objectives screen

Option button	Keypress	Action
<u>O</u> bjectives	Alt + o	Displays objectives
<u>E</u> xit course	Alt + x	Takes you out of the course
<u>H</u> elp	Alt + h	Takes you to the course help
<u>N</u> avigate	Alt + n	Takes you to the course map, from where you can navigate through the course
<u>F</u> ootnote	Alt + f	Not active on this screen
<u>S</u> tep back	Alt + s	Not active on this screen
<u>C</u> ontinue	Alt + c	Takes you to the first screen of the course
<u>C</u> lose	Alt + l	Closes the objectives window

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Unit summary screen

Option button	Keypress	Action
<u>S</u> ummary	Alt + s	Displays full summary for the unit
<u>E</u> xit course	Alt + x	Takes you out of the course
<u>H</u> elp	Alt + h	Takes you to the course help
<u>N</u> avigate	Alt + n	Takes you to the course map, from where you can navigate through the course
<u>F</u> ootnote	Alt + f	Not active on this screen
<u>S</u> tep back	Alt + s	Not active on this screen
<u>C</u> ontinue	Alt + c	Takes you to the course map
<u>C</u> lose	Alt + l	Closes the full summary

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Regular course screen

Option button	Keypress	Action
<u>E</u> xit course	Alt + x	Takes you out of the course
<u>H</u> elp	Alt + h	Takes you to the course help
<u>N</u> avigate	Alt + n	Takes you to the course map, from where you can navigate through the course
<u>S</u> tep back	Alt + s	Displays the previous block of text along with its graphic. Clicking repeatedly on this button allows you to backtrack to the start of the current screen
<u>F</u> ootnote	Alt + f	Displays extra text relevant to the point you are at in the course (active only when a footnote is available)
<u>C</u> ontinue	Alt + c	Takes you forward through the course, by bringing up the next piece of text, graphic or question

Unit Navigation

Right-clicking the mouse anywhere on the screen displays a pop-up menu with a list of all the topics in the current unit. Left-clicking on the topic name displays the screen numbers relevant to that topic. Left-clicking on a screen number brings you to the start of that topic screen.

Simulation screen

Option button	Keypress	Action
<u>E</u> xit course	Ctrl + shift + x	Takes you out of the course
<u>H</u> elp	Ctrl + shift + h	Takes you to the course help
<u>N</u> avigate	Ctrl + shift + n	Takes you to the course map, from where you can navigate through the course
<u>S</u> kip task	Ctrl + shift + s	Allows you to bypass tasks
<u>C</u> ontinue	Ctrl + shift + c	Takes you forward through the course, by bringing up the next piece of text, graphic, question, or task

Question window

Option button	Keypress	Action
<u>O</u> K	Alt + o or Enter	1. Confirms choice 2. Closes question window after feedback
<u>C</u> ancel	Alt + c	Takes you forward to correct answer
<u>H</u> elp	Alt + h	Shows question help
<u>H</u> int	Alt + i	Provides a hint to help you to answer the question
<u>R</u> edo	Alt + r	Undoes any attempt you have made at the question and allows you to start again (only available before you choose OK to complete the question)

Test question window

Option button	Keypress	Action
<u>O</u> K	Alt + o or Enter	1. Confirms choice 2. Closes question window after feedback
<u>R</u> edo	Alt + r	Undoes any attempt you have made at the question and allows you to start again (only available before you choose OK to complete the question)
<u>H</u> elp	Alt + h	Shows question help
<u>S</u> tatus	Alt + s	Tells you how much of the test you have completed and gives your percentage score so far
<u>E</u> xit Test	Alt + x	Allows you to abandon the test. In this case, your score so far will be discounted

Questions and Tasks

As you work through the course, you will find that presentation of material is constantly tempered by questions.

Some questions are asked in order to check that you have understood a point you learned earlier in the course. But more often, you are asked discovery questions. These are questions that you may not know the answers to. This is part of our teaching technique and is a strategy for drawing you into active participation in your own learning.

Discovery questions are there not to test you but to provide you with the opportunity to enter into dialog with the course. They are asked in a spirit of involvement, nudging you towards conclusions, helping you to make connections. Instead of being a passive recipient of snippets of narrative, you are asked to take an active part, attempting to work out for yourself how you think the narrative will unfold. For this reason, you should not feel intimidated by these questions, or feel that you should be able to answer them all. If you answer a question incorrectly, that is not a mark of failure; look on it simply as an opportunity to learn the right answer.

In addition, the course may include simulations, where you are invited to practice using the application by completing a series of tasks. If you complete a task correctly, you will not normally be given feedback, but your action will simply have the result it would have in a real application environment. If you do not complete the task successfully, you will either be invited to try again, or the task will be completed for you.

Taking the Test

The test is presented in two formats: you can take a course test, where you are tested on the contents of the whole course; or there may also be individual unit tests.

We recommend that you should follow the course and then take the course test. The test results indicate which units if any you need to review. We suggest that you should review the recommended units, and then take the appropriate unit tests (if available). You could also repeat the full course test if you wish.

The course test can also be used as a pre-course test. If you feel you are reasonably proficient in the course material, you could test your skills by taking the course test before you follow the course. The results may indicate that you should take the whole course, or that you should concentrate on particular units. Again, if you decide to concentrate on particular units, you can test your knowledge of these units afterwards by taking the unit test.

In any case, it is not recommended that you follow a unit and then take the unit test immediately. It is better to allow a time lapse, and perhaps to take a group of unit tests together.

To take the test, click the option button **Test** at the foot of the Course Map screen. You will be presented with a menu, from where you can choose the test you require.

The first option on this menu is **Full Course Test**. If you choose this option, you will be taken into a test consisting of a large number of randomly generated questions ranging over the content of the whole course. Because the questions are randomly generated, you may take the full course test more than once without being presented with the same selection of questions.

Alternatively, you may choose to be tested on any individual unit, simply by selecting that unit from the test menu. Note that the questions in the unit-based tests are not randomly generated, so if you repeat any unit test, you will be asked the same series of questions.

Although the questions in the test look much like questions in the course, it is important to realize that they serve a different function - that of assessing your assimilation of material covered in the course. For this reason, questions in the test are more strictly judged than questions in the course. You will not have the option to skip questions (ie the **Cancel** button will not be active) and you will not normally have a second chance to attempt a question after feedback has been given.

At the end of the test you will be given your results, and it will be indicated to you which units of the course you need to review, if any.

It is especially important to type answers carefully in the test. The test is not designed to accept as wide a range of spelling errors as the course.

Your score is electronically recorded via the CMI (computer managed instruction) system. If you take the course test, and subsequently take individual unit tests, your score in the unit test will over-ride your score in the same units in the course test. If you take the course test again, your latest course-test score will over-ride any other tests you may have taken earlier.

Your test score is accessible to the course administrator and you can also check it yourself at any point from the main menu screen. Simply click on the **Progress** button (or press Alt+ p) at the foot of the main menu screen.

Microsoft Office 97: Intermediate Word 97

Preceding course: *Microsoft Office 97: Beginning Word 97*

Following course: *Microsoft Office 97: Advanced Word 97*

Course duration: 4 hours

Audience: People wanting to become familiar with Word 97; and people wanting to become certified as expert users of Word 97

Pre-requisites: A basic familiarity with the Windows 95 or Windows NT 4.0 user environments and the course *Microsoft Office 97: Beginning Word 97*

Course aim: To advance basic level Word skills to an intermediate level

Learning objectives:

After taking this course, the student should be able to

- q create and format tables
- q key and edit text in columns
- q create and edit styles
- q create and modify headers and footers
- q set tabs
- q use the AutoText and Thesaurus tools
- q use the drawing tools in Word

Course incorporates:

Test

Hands-on exercises

Units and topics in Microsoft Office 97: Intermediate Word 97

Working with tables

Creating tables
Hands-on: Creating a table
Changing table layout
Borders and shading
Hands-on: Adding borders and shading

Wizards, columns, and styles

Using wizards
Using columns
Hands-on: Creating columns
Using and editing styles
Hands-on: Creating styles

Formatting documents

Headers and footers
Hands-on: Creating headers and footers
How to set tabs
Hands-on: Setting tabs

Writing tools

Using AutoText and the Thesaurus
Hands-on: Creating an AutoText entry
Using outlines

The drawing tools

Using the drawing tools
Hands-on: Creating a 3-D shape
Creating graphics
Hands-on: Using WordArt

To run the course, you need

- * 386SX or faster PC, MS-DOS V3.1 or later, Windows 3.1
- * VGA monitor and card
- * 4MB of RAM
- * at least 32MB of space available on the hard disk

The course will be installed in a directory called **MSOIW**.

Course Guide

Units in Microsoft Office 97: Intermediate Word 97

Working with tables

Wizards, columns, and styles

Formatting documents

Writing tools

The drawing tools

Working with tables

Topics

Creating tables

Hands-on: Creating a table

Changing table layout

Borders and shading

Hands-on: Adding borders and shading

Unit aim

To demonstrate how to create, edit, alter, and format tables, and how to add borders and shading

Unit objectives

After completing this unit you should be able to

- q explain how to create a table
- q create a table using the menu bar
- q explain how to change table layout
- q explain how to add borders and shading to tables
- q put an outside border round a table, and add shading to a column

Unit summary

Word 97 allows you to create tables directly in your document.

You can insert tables quickly using the Standard toolbar, or you can use the menu bar to insert tables with more precise measurements.

To create more complex tables, Word provides you with the equivalent of a pencil and eraser to enable you to draw tables of any size or shape.

You can add or insert rows easily, and column width can be changed manually or automatically.

You can create tables to fit any type of data requirements, and you can use the Formatting toolbar to format text in a table just as you would in a document.

In Word 97, you can make various layout and formatting changes to a table to improve its appearance.

You can move columns about using the Cut and Paste commands, copy text from one cell to another, and move rows about using the drag-and-drop feature.

Numbers and codes in a table can be sorted automatically, and you can align numbers on their decimal points using the ruler.

You can insert new columns using the menu bar, insert text from outside the table, and change the orientation of text within a cell.

You can use Page Layout view to display your document as it will appear when printed, and to make it easier to move from page to page.

You can create borders around or within your tables to be shown when the document is printed.

And you can enhance your tables further by using shading to highlight text or cells.

User's Notes

Wizards, columns, and styles

Topics

Using wizards

Using columns

Hands-on: Creating columns

Using and editing styles

Hands-on: Creating styles

Unit aim

To describe how to use wizards, columns, and styles in Word 97

Unit objectives

After completing this unit you should be able to

- q describe how to use wizards

- q describe how to use the columns feature

- q apply a three-column style to a single-column block of text

- q discuss styles

- q describe how to use and edit styles

- q create a character style using the New Style dialog box

- q create a paragraph style using the Style drop-down list

Unit summary

Wizards are special templates that guide you through the process of creating many common types of documents.

When a wizard is opened, it displays dialog boxes, graphics, and messages requesting information.

This information is then used to

complete different types of documents.

Some wizards help you to prepare simple documents, such as fax cover letters or envelopes, while others help with more complex documents such as newsletters.

Word 97 comes with many wizards that can save the user time in document preparation.

Word 97 allows you to apply different column styles to blocks of text or whole documents.

This feature is particularly useful for creating documents with multiple columns of text, such as newsletters, because you can easily change files from single-column format to multiple column format.

Word enables you to format columns to be of equal width or of different widths, to edit and move columns, and to select how many columns you want on a particular page.

In Word 97 you can apply pre-set styles to a document or sections of a document.

You can also create new styles, based on your own formatting, and apply these to your document or document section.

It is also possible to add a style to a template for future use.

User's Notes

Formatting documents

Topics

Headers and footers

Hands-on: Creating headers and footers

How to set tabs

Hands-on: Setting tabs

Unit aim

To show how to use headers, footers, and tabs in Word 97

Unit objectives

After completing this unit you should be able to

- q describe how to create and modify headers and footers
- q describe how to create a new folder when saving a document
- q create headers and footers for a document
- q describe how to set tabs in Word 97
- q describe how to change line spacing in a document
- q describe how to access special font effects such as superscript and subscript
- q describe how to change the vertical alignment of text on a page
- q set a center tab at 3" with a number 2 leader
- q set a right tab at 5" with a number 4 leader

Unit summary

Headers and footers contain information repeated at the top or bottom of the pages of a document.

They can contain basic information such as the name of the document and the page number. They can also contain other information such as the time and date the document was saved or printed, and graphics or logos.

You can format headers and footers like any other text.

With Word 97 you have the option of having a different header or footer on the first page of a document or different headers and footers on odd and even pages within a document.

Working with tabs has two aspects:

- q setting the tab stops
- q using the **Tab** key

With Word 97 you can move or change the tab stops in your document, and the selected text moves or realigns with the new tab stops.

There are five types of tab in Word 97:

- q left
- q centered
- q right
- q decimal
- q bar

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User's Notes

You can set tabs using the Tabs dialog box or you can use the ruler.

You can insert leaders between tabs, with three different styles to choose from.

Line spacing in a document can be adjusted using the **Paragraph** option on the **Format** menu.

Font effects, such as superscripts and subscripts can be accessed from the Font dialog box.

Vertical alignment can be adjusted by accessing the **Page Setup** option from the **File** menu.

User's Notes

Writing tools

Topics

Using AutoText and the Thesaurus
Hands-on: Creating an AutoText entry
Using outlines

Unit aim

To describe some of the writing tools included with Word

Unit objectives

After completing this unit you should be able to

- q describe how to create, insert, and delete AutoText entries
- q explain how to look up words in the Thesaurus
- q create an AutoText entry and insert it into a document
- q create and modify outlines

Unit summary

AutoText enables you to save time when creating documents by inserting frequently used material with a few keystrokes.

AutoText can store graphics, tables, or simple text and saves the material with an identifying abbreviation, which you can then use instead of the material itself.

If you are unsure of a word's meaning, or you think you're using a certain term too often, you can use Word 97's Thesaurus to access alternative terms (synonyms) for selected text.

Creating an outline helps you organize a document by enabling you to view the document divided into headings with associated subheadings and body text.

You can easily reorganize an outline by selecting a heading and promoting, demoting, or moving it.

User's Notes

The drawing tools

Topics

Using the drawing tools

Hands-on: Creating a 3-D shape

Creating graphics

Hands-on: Using WordArt

Unit aim

To demonstrate how to use the drawing tools, and how to create graphics and special text effects in a document

Unit objectives

After completing this unit you should be able to

- q explain how to use the tools in the Drawing toolbar
- q create a 3-D shape
- q show how to create graphics and special text effects in a document
- q open WordArt and create a WordArt object

Unit summary

You can greatly enhance the appearance and impact of the documents you create by adding graphics.

Word 97 provides you with a Drawing toolbar which allows you to create your own custom graphics.

You can draw freehand or create your designs using some of the lines and shapes available from the toolbar.

You can add color, pattern, shadows, or a 3-D effect to the lines and shapes you create, and you can move, resize, and rotate them.

You can insert ordinary text into your graphics, and format it in the usual way.

The WordArt tool allows you to create graphics from text using special effects.

Word 97 allows you to create graphics and special text effects directly in the document you are working on.

You can draw next to your text, or above or below it, and you can also create layers within your graphics.

When you have finished creating your drawing object, you can resize it and move it wherever you wish.



User's Notes



Installation Procedure

To install the course

First run Windows.

Then insert disk 1 in the A or B drive, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

- q type **a:setup** (or **b:setup**, as appropriate) and press **Enter**

or

- q use the **Browse** option and select your floppy disk drive and then **setup.exe**

You will then be given the option to change the drive on which the course is to be installed. When you are happy with the options here, click **Continue**.

Next, you will be asked to specify where you wish to install the Windows resource files which the course needs. You may choose to install these in the course directory or in your Windows **SYSTEM** directory. If installing on a network, read *Considerations for network use* on the next page before installing.

You will be prompted to insert further disks as required.

To remove the course

Run Windows.

Insert the course disk 1 in drive A or B, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

- q type **a:remove** (or **b:remove**, as appropriate) and press **Enter**

or

- q use the **Browse** option and select your floppy drive and then **remove.exe**

You will then be asked to select the drive where *Microsoft Office 97: Intermediate Word 97* is installed.

If you choose **Continue**, and if the course is on the selected drive, the course will be deleted and the subdirectory removed.

Considerations for network use

There are a number of Windows resource files which the course needs in order to run.

During installation, you are given the choice of installing these in either the course directory or the Windows **SYSTEM** directory.

If you are installing the course on a **LAN** drive, it is best to put these files in the **course** directory, so that they will be accessible to other workstations on the network.

Access from other workstations

To access the course from a workstation other than the one used to install the course, follow these steps:

Load Windows.

Either create a program group for **CBT Systems courses**, or open this group if it already exists on the workstation.

Choose **File - New - Program Item**.

Using the **Browse** option, select the file **MSOIW.EXE** in the course directory on the network drive where you installed the course.

Click **OK** when satisfied with the options.

There will now be an icon for the course on your Windows desktop. Double-clicking on this icon will run the course.

Computer Managed Instruction Administration

The course is administered via a CMI (Computer Managed Instruction) system. Normally, only the course administrator has access to the CMI system.

How to install the CMI Administration system

It's best to install the CMI Administration system on the **course administrator's** PC. But remember, the CMI system must be able to access the course - if the course is not on a LAN, you must install the CMI system and the course on the same PC.

First run Windows (version 3.1 or later required).

Insert the **CBT Curriculum - CMI Admin Disk** in drive A or B, as appropriate.

From the Program Manager, choose **File - Run**.

Next either

type **a:setup** or **b:setup** (as appropriate), and press **Enter**

or

use the **Browse** option to select your floppy disk drive and then type **setup.exe**

You are now given the option of changing your CMI system installation drive.

When you're ready, click **Continue**.

The CMI Administration system is now installed on your selected drive, and a program group called "CBT Systems CMI Administration" is created.

This group contains the program icon. If you want, you can move this icon to another group.

How to enter the CMI Administration system

Run Windows and select the CMI Administration icon from the appropriate group.

On entering the program, you will be asked to enter your CMI password.

If this is the first time the program is being run, enter a new password - this will then become the CMI password.

If the program has been run before, you must enter the existing CMI password.

If you want to change the existing password, click the **New** button. You must then enter the existing password, before entering your choice for the new password.

The CMI password is not case-sensitive.

How to register a course with the CMI Administration system

From the **Setup** drop-down menu select **Register Course(s)**.

Specify the drive(s) you wish to search for CBT courses.

To specify all drives, click the **Select All** button.

Click the **Search** button.

Your specified drive(s) will now be searched for CBT courses, and you are given a list of all that are found.

Highlight the course(s) you wish to register.

Click **Select All** if you want to highlight all courses found.

Click the **Register Course(s)** button.

Your selected course(s) are now registered.

NOTE If you have previously registered any other course, all existing students will automatically be registered in the new course or courses.

Course registration - drive selection options

- Select All** selects all listed drives
- Search** initiates the search for courses on the selected drive(s)
- Cancel** closes the drive list and returns to the main menu

Course registration - list of course options

- Register Course(s)** registers the selected courses
- Select All** selects all listed courses for registration
- Cancel** closes the course list and returns to the main menu

How to de-register a course with the CMI Administration system

From the **Setup** drop-down menu select **De-register Course(s)**. You are given a list of all registered courses.

Specify the course(s) you want to de-register.

If you want to de-register all courses, click the **Select All** button.

Click the **De-register** button.

After individual confirmation, each selected course will be de-registered.

NOTE **This procedure only removes the course from the CMI Administration system. The course itself - and all student details related to it - is not affected.**

Course de-registration - list of course options

- De-register** de-registers the selected course(s)
- Select All** selects all listed courses for de-registration
- Cancel** closes the course list and returns to the main menu

How to register a student to the CMI Administration system

From the **Setup** drop-down menu select **Register Student**.

Fill in the two fields, Name and Number, in the Student registration dialog box.

Select **Register**.

Student registration dialog box options

- Register** confirms your entries in the Name and Number fields and registers the student to the system
- Cancel** closes the dialog box
- Advanced** displays the Site/Dept, Mastery, and Password fields, for more detailed student registration

Student registration dialog box fields

- Name** for name of the student to be registered
- Number** for number of the student to be registered (the number must be alphanumeric and can consist of up to eight characters)
- Site/Dept** to identify the student by department or site (optional field)
- Mastery** allows you to set the pass level for course tests (70% is the default)
- Password** for a password for the student to be registered

How to change a student's registration details

From the **Setup** drop-down menu, choose **Change Student Details**.

Select the student whose details you want to change, and click the **Change** option button.

When the Change student details dialog box appears, make the required changes in the appropriate fields.

Click the **Accept** option button.

Student selection dialog box options

- Cancel** cancels the operation, closes the dialog box and returns you to the main CMI menu screen
- Change** accepts the selected student and moves you to the next dialog box, where changes are made

Change student details dialog box options

- Accept** confirms changes made (or current student details) in the dialog box fields
- Cancel** closes the Change student details dialog box and returns you to the Student selection dialog box

Change student details dialog box fields

These are the same as the Student registration dialog box fields.

Note **Before changing student details, ensure that all CBT courses are registered.**

How to remove a student from the CMI Administration system

From the **Setup** menu choose **Del**ete Student(s).

Highlight the appropriate student name(s).

Click **Del**ete.

Delete Student(s) dialog box option buttons

- Cancel** closes the dialog box
- Select All** selects all the listed students (for deletion)
- Del**ete deletes the selected student(s) from the CMI system

Note **Before removing students, ensure that all CBT courses are registered.**

How to generate a report on a student's progress

From the **Reports** drop-down menu choose **Student Progress**.

Highlight the student(s) for whom you require a report.

Click **Report**.

Select Students dialog box option buttons

Cancel	closes the dialog box
Select <u>A</u>ll	selects all the listed students (for reports)
<u>R</u>eport	displays the Student Progress - Report Options dialog box

Student Progress - Report Options dialog box options

Report Type	allows you to select either general or detailed student course progress report(s)
Output Destination	allows you to select to have your report(s) sent to a text or comma-separated file, displayed on screen, or printed out
<u>G</u>enerate	generates the report for the selected student(s)
<u>C</u>ancel ML000568	closes the report options dialog box