

Microsoft Office 97: Beginning 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: Beginning Word 97

Following course: *Microsoft Office 97: Intermediate Word*

Course duration: 4 hours

Audience: People wanting to become familiar with Word 97; 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

Course aim: To provide an introduction to using Word 97

Learning objectives:

After taking this course, the student should be able to

- q create and edit documents
- q use the spelling and grammar checkers
- q preview and print documents
- q insert bulleted and numbered lists in documents
- q find and replace text
- q save Word documents as HTML documents

Course incorporates:

Test

Hands-on exercises

Units and topics in Microsoft Office 97: Beginning Word 97

Creating documents

Word 97 features
How to create a document
Hands-on: Deleting, undoing, and redoing
How to save a document
Hands-on: Saving a document
Using Help

Editing and printing documents

Moving and copying text
Checking spelling and grammar
Hands-on: Editing a document
Previewing and printing
Hands-on: Printing a document

Formatting text

Text styles and alignment
Indents, bullets, and numbers
Hands-on: Formatting text
Replacing text, breaks, and hyphens
Hands-on: Finding and replacing text

Word 97 and the Internet

Web page authoring tools
How to create HTML documents
Hands-on: Inserting a hyperlink

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 38MB of space available on the hard disk

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

Course Guide

Units in Microsoft Office 97: Beginning Word 97

Creating documents

Editing and printing documents

Formatting text

Word 97 and the Internet

Creating documents

Topics

Word 97 features

How to create a document

Hands-on: Deleting, undoing, and redoing

How to save a document

Hands-on: Saving a document

Using Help

Unit aim

To describe the features of Word 97 and to familiarize users with the Word interface, basic text entry, and editing tasks

Unit objectives

After completing this unit you should be able to

- q describe the functions of the various parts of the Word 97 interface
- q identify the enhancements Word 97 offers over previous versions of Word
- q perform basic text entry and editing tasks
- q delete text and then use the Undo and Redo commands to reverse and restore an edit
- q save new and existing documents
- q understand and use the AutoRecover and fast save options

q save a document for the first time using the Save As dialog box

q describe how to use and customize all the ways of accessing help in Word 97

Unit summary

Word 97 has been upgraded to make

It also makes producing professional-

The Word application and document

An optional feature in Word is a

Additional text is entered by positioning

In Insert mode Word can input new text

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User's Notes

Any edits can be undone or redone, either one at a time or in batches, using the Undo/Redo feature.

Saving documents for the first time requires you to specify a filename and save location in the Save As dialog box.

Thereafter, you need only click the **Save** button in the Standard toolbar, or select **Save** from the **File** menu to save the document.

Word can be set to automatically save your document using AutoRecover.

You can also speed up saves in many situations by enabling fast saves, which save only the changes to a document

rather than the whole thing.

You can access Word's online help through the Contents and Index dialog box, which provides a number of tools to search for help.

Word, like all components of Office 97, provides the Office Assistant to make accessing online help easier.

You can also access help from the Microsoft Web site from Word, provided you have Internet access and a Web browser.

User's Notes

Editing and printing documents

Topics

Moving and copying text
 Checking spelling and grammar
 Hands-on: Editing a document
 Previewing and printing
 Hands-on: Printing a document

Unit aim

To demonstrate how to use Cut, Copy, and Paste commands, how to check spelling and grammar, and how to edit and print a document

Unit objectives

After completing this unit you should be able to

- q explain the various ways of moving and copying text
- q explain how to use the spelling and grammar checkers
- q edit a document using the Cut and Paste commands and the spelling and grammar checkers
- q explain how to preview and print a document
- q open a document in Print Preview mode and print multiple copies

Unit summary

Word 97 simplifies and speeds up the task of editing the documents you write.

You can move and copy text by cutting and pasting, or copying and pasting, using the Clipboard.

Alternatively, you can drag and drop

text from one part of your document to another.

These tasks can be performed using the menu bar or the Standard toolbar.

And you can speed things up further using the shortcut menus.

In Word 97 the spelling and grammar checkers can be used to proof errors at the same time or separately.

Grammar and spelling can be checked as you type or after the document is finished.

Words not in Word's dictionary can be added to your Custom dictionary.

The improved AutoCorrect feature corrects common errors automatically as you type, and you can add words to AutoCorrect's list. You can also remove words from the Custom dictionary and from the AutoCorrect list.

Word 97 allows you to preview your document to see how it will look when it is printed.

You can make changes to text, margins, and line spacing while previewing your document.

You can use the rulers to change the margins, or you can change the margins to more precise measurements using **Page Setup**.

You can use the **Shrink-to-Fit** button in Print Preview to make the text fit the page.

User's Notes

Formatting text

Topics

Text styles and alignment
 Indents, bullets, and numbers
 Hands-on: Formatting text
 Replacing text, breaks, and hyphens
 Hands-on: Finding and replacing text

Unit aim

To show how to format text in Word 97

Unit objectives

After completing this unit you should be able to

- q describe some formatting features in Word 97
- q describe how to indent text
- q describe how to number lists
- q describe how to bullet lists
- q increase the font size of text
- q center and bold text
- q number and italicize a list
- q describe how to find and replace text
- q describe how to insert a pagebreak
- q describe how to hyphenate a document
- q find and replace selected text

Unit summary

Word 97 has various formatting features which allow you to change and improve the appearance of text.

Many of the formatting options can be accessed from the Formatting toolbar. These options include bolding text, putting text in italics, underlining text, and changing text alignment.

Formatting options are also available on the Standard toolbar and the menu bar in Word 97.

There are also several different ways to access these indentation options. You can use the Formatting toolbar, the menu bar, or the indent markers on the ruler.

In Word 97 you can number or bullet lists automatically using buttons on the Formatting toolbar.

In Word 97 you don't have to manually search through a document to find or replace text. You can use the **Find and Replace** options on the menu bar to do this automatically.

Inserting a page or column break can also be done automatically from the menu bar, which means that you don't have to keep pressing the **Enter** key to move text on to a new page.

Word 97 has manual and automatic hyphenation options which can be used to give a document a more polished look.

User's Notes

Word 97 and the Internet

Topics

Web page authoring tools
How to create HTML documents
Hands-on: Inserting a hyperlink

Unit aim

To describe the advantages of electronic publishing and familiarize users with the Web page authoring tools provided with Word 97

Unit objectives

After completing this unit you should be able to

- q discuss the advantages electronic publishing offers over traditional methods of publishing
- q describe Word 97's online and Web publishing tools
- q save Word documents as HTML
- q insert hyperlinks in a document to other files and to other parts of the same document
- q insert a hyperlink in a document that leads to a bookmark in another part of the document

Unit summary

Recent developments in computer networking and electronic publishing technologies mean that increasing numbers of documents are created for electronic publication and may never be printed.

To reflect these changes, Word 97 provides several new features that help you share information online, search and use files on networks more efficiently, and create documents for distribution on the Internet.

These features include a Web toolbar for browsing documents, the facility to save Word documents in HTML format, and close integration with Microsoft's Internet Explorer Web browser.

Online documents such as Web pages are more easily read when structured into smaller bites of information than are used for printed documents.

You can convert Word documents to HTML documents using the Save As HTML dialog box or the Save As dialog box.

Hyperlinks can be inserted in Word documents that lead to other files located on your computer, on your organization's network, and even the Internet.

You can also insert hyperlinks in a document that lead to other parts of the same document by inserting bookmarks where you want the hyperlink to jump to.



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: Beginning 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 **MSOBW.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 | closes the report options dialog box |
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