

HOW TO USE THIS LEARNING GUIDE

For example:

Type **STUDENT**

Indicates to type the word student.

Press **ENTER**

Indicates to press the Enter key on the keyboard.

Press **F1**

Indicates to press the function key marked F1.

Select: **MAIL OUT**

Click the Mail Out menu with the mouse pointer

Press **CTRL-CLICK**

Indicates to press and hold the first key down then press the left mouse button once.