HOW TO USE THIS LEARNING GUIDE

For example:

Type **student**	Indicates that you are to type the word student.
Press **ENTER**	Indicates that you are to press the Enter key on the keyboard.
Press **F1**	Indicates that you are to press the function key marked F1.
Select: **MESSAGE**	Indicates that you are to position the mouse pointer over the Message menu, press and release the left mouse button.
Press **Ctrl-Click**	Indicates that you are to press and hold down the first key (CTRL), then press the left mouse button once.