

# How to Use This Guide

This Learning Guide is designed to act both as a classroom workbook during your training and as a valuable reference resource for you to use in your workplace. An Index is included to help familiarize you with the material.

Your instructor will lead you through each of the modules and accompanying exercises and provide ample time for questions and practice. The objectives listed at the beginning of each module provide guideposts for the important concepts or skills introduced in that module. This objective-oriented approach tells you at the outset exactly what skill is to be learned and what procedure you will employ to demonstrate your mastery of that skill.

Learning Guide exercises are designed to describe the action you are to perform, then give step-by-step instructions on how to perform it. This guide uses the following conventions.

Words that you are to type are indicated in bold:

**Type Now is the**      *Type this text into the computer.*  
**time for**

Keystrokes are indicated in bold small caps:

Press **ENTER**      *Press the **ENTER** key on your  
keyboard.*

Sometimes you will need to press two or more keys at the same time:

Press **CTRL+HOME**      *Press and hold the **CTRL** key, press  
the **HOME** key, and then release  
both.*

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