



Custom Guide is online technology training that can be taken from work, home or anywhere you can be online. The database is loaded with popular courses such as all of the Microsoft Office versions: Excel, Word, Access, Outlook, Publisher, PowerPoint; Internet Explorer , Mac iMovie, Mac iPhoto, Mac iTunes, MacOS X Tiger, Mac Safari, Project, Quick Books and Windows. Custom Guide's video tutorials simulate the experience of using software and allow users to learn in an authentic environment, without accessing the actual programs. You don't just watch videos, you click and type your way through the self-directed lessons, gaining experience by doing.

The database is helpful for people who want to learn new software or improve their essential computer skills. Courses are available at three levels: beginner, intermediate and advanced.

The database features:

- Interactive online training and skill assessments
- Easy to follow step-by-step instructions
- Full-color screen graphics, buttons, and icons

The custom guide online learning is based on Adobe Flash, which is already installed on 99% of today's computers. If you are a first time user, you will need to create an account and set up your login name and password.

When you open the Home page you see the long list of program Titles, interactive online training courses offered by CustomGuide. A Title denotes an entire course such as Excel 2007. If you click on the title you have access to the chapters and lessons that make up the online learning courses for that title.

From the Home page you have access to the tabs that contain many features for using and managing your learning:

- **Search bar:** you use search features to find answers to how –to questions from the list of titles
- **Reports:** you can view a self-progress report to see how many lessons you have completed or download printable certificates of completion for courses you have completed
- **Profile:** you can edit account information and change your password

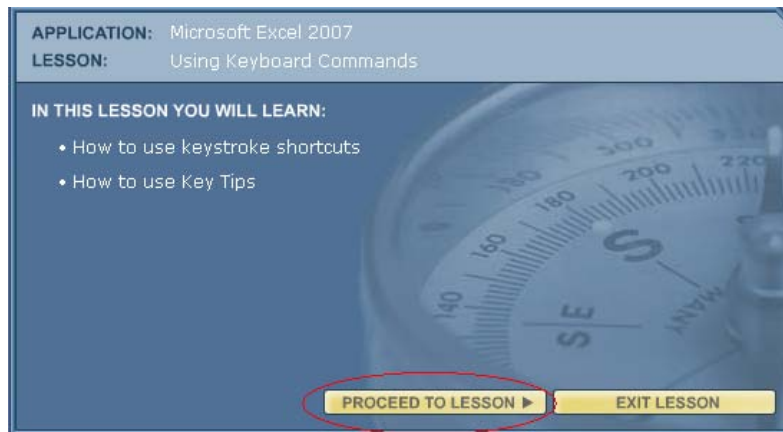
Select the program you want to learn. The window displays four elements that can be combined to create a course of learning:

The screenshot shows a web interface with a blue header containing navigation tabs: Home (selected), Reports, and Profile. Below the header is a main content area with a left sidebar and a right main panel. The sidebar includes a 'Search / Support' section with a search bar, a 'My Courses' section with a link to 'Excel 2007', and an 'All Courses' section listing various Microsoft Office courses (Access 2000, Access 2002, Access 2003) with expandable arrows. The main panel displays the 'Excel 2007' course details, including a 'Pre Assessment' section with 165 questions (0% complete, 0% correct) and a 'Start Assessment' button, an 'Online Tutorials' section with 165 tutorials (0% complete) and a 'Start Learning' button, a 'Post Assessment' section with a warning icon and the text 'Complete the Online Learning Course First.', and a 'Certificate of Completion' section with a warning icon and the text 'Complete the above item(s) first.'

1. **Pre Assessment:** You answer questions to evaluate your knowledge before receiving training. The questions are based on the lessons included in the Online Learning Tutorials of the course
 2. **Online Learning Tutorials:** This is the training component of a course
 3. **Post Assessment:** You answer questions to determine knowledge you have gained from training. As with the Pre Assessment, the questions are based on the Online Learning Tutorials
 4. **Certificate of Completion:** You can print a certificate confirming that you have completed the course.
- Click **Start Learning** in the Online Tutorials area. The window displays the chapters and lessons that make up the course you selected. For example, the Excel 2007 course contains The Fundamentals chapter, which includes the Starting Excel 2007 lesson among many others



- Click a chapter name in the Chapters column
- Click a lesson name in the Lessons column, the lesson introduction window lists the lesson objectives

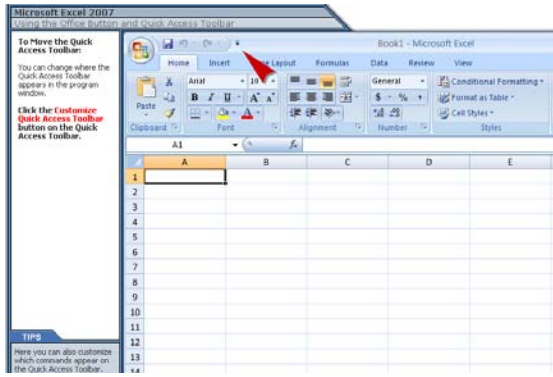


Lesson format:

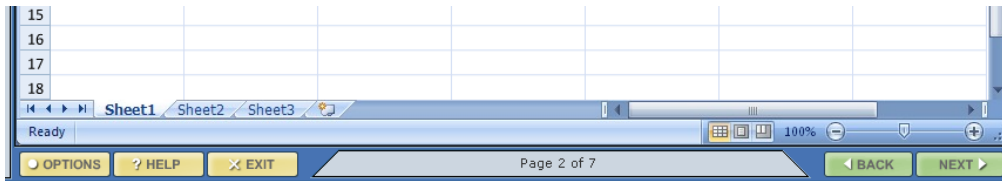
1. Introduction
2. Main lesson screens
3. Lesson review
4. Quiz question

Navigation in a Lesson

- Click the **Proceed to Lesson** button to begin the lesson. Main lesson screens with the lesson text, narration and the red arrow pointer will take you through the lesson topic step-by-step, letting you know when you need to click or type something.



- Click the **Next** and **Back** buttons to navigate between screens.
- Click the **Exit** button at any time to exit
- Click the **Help** button to receive assistance with the lesson commands



The Status Indicator displays the current page and the total number of pages for current lesson

When you complete a lesson the database displays a **Lesson Summary** screen that displays a review of the lesson content.



Before you select a lesson to work on in the lesson column, check the status of the lesson: Not Started lessons are blue, Incomplete lessons are pink, and Complete lessons are green. A lesson is marked Incomplete if you exit it any time before completion. When you return to an incomplete lesson, you start the lesson over.

Chapters	Lessons	Status
The Fundamentals	The Fundamentals	
Creating and Working with a Database	Introduction to Databases	Incomplete
Finding, Filtering, and Formatting Data	What's New in Access 2007?	Incomplete
Working with Tables and Fields	Understanding the Access Screen	Incomplete
Creating Relational Databases	Using Menus	Incomplete
Working with Queries	Using Toolbars	Not Started
Working with Forms	Filling Out Dialog Boxes	Not Started
Working with Reports	Keystroke and Right Mouse Button Shortcuts	Incomplete
Formatting Forms and Reports	Opening and Modifying Database Objects	Not Started
Working with Macros	Working with Multiple Windows	Not Started
Using Access with Other Programs	Tour of a Table	Not Started
	Adding, Editing, and Deleting Records	Not Started
	Tour of a Form	Not Started
	Tour of a Query	Complete
	Tour of a Report	Not Started

You can watch a lesson instead of participating in it:

- Click the **Option** button
- Select **Presentation Mode**
- Click **Save**

Using the Search Feature

If you have a question on a specific topic, you can enter keywords or phrases in the search box and the program will direct you to the related lessons.

- Enter **Mouse Right Clicking** in the text box and click the magnifying glass button. The search results are displayed in the window, giving you a description of the lesson as well as the class where it is found.
- Click the link of the lesson you want to launch.

The screenshot shows a search interface with a search box containing 'mouse right clicking' and a magnifying glass icon. Below the search box are sections for 'My Courses' (Excel 2007) and 'All Courses' (Access 2000, Access 2002). To the right, a table titled 'Lesson Search Results' lists various lessons with their corresponding course names. A red box highlights the lesson 'Using the Mouse: Right-clicking' under the 'Computer Basics' course.

Lesson Search Results	Course
Moving and Copying Text Using the Mouse	Word 2007
Moving and Copying Text Using the Mouse	Word 2007: Beginner
Using the Mouse: Control-clicking	Mac OS X Tiger
Using the Mouse: Control-clicking	Mac OS X Tiger: Beginner
Moving and Copying Text with the Mouse	PowerPoint 2007
Moving and Copying Text with the Mouse	PowerPoint 2007: Beginner
Using the Mouse: Right-clicking	Computer Basics
Using the Mouse: Right-clicking	Windows 2000
Using the Mouse: Right-clicking	Computer Basics: Intermediate
Using the Mouse: Right-clicking	Windows 2000: Beginner
Using the Mouse: Right-clicking	Windows XP
Using the Mouse: Right-clicking	Windows XP: Beginner
Adjusting the Mouse	Mac OS X Tiger
Adjusting the Mouse	Mac OS X Tiger: Intermediate

You can view your online learning usage report:

- Click **Reports**
- Click **Self Progress** to track your course progress

The screenshot shows a navigation menu with 'Home', 'Reports', and 'Profile' buttons. Below the menu, there are three main sections: 'Reports', 'Self Reports', and 'Certificates of Completion'. The 'Self Reports' section is expanded, showing 'Self Progress' and 'Certificates of Completion' as sub-options. 'Self Progress' is highlighted with a red circle.

- Select output format: **Screen** or **Excel Spreadsheet**

The screenshot shows the 'Self Progress Report' page. At the top, there are 'Home', 'Reports', and 'Profile' buttons. Below them, there is a 'Self Progress Report' header and a bar chart icon. A dropdown menu labeled 'Output' is set to 'Screen'. Below the dropdown are 'Back' and 'View Report' buttons. The 'View Report' button is highlighted with a red circle.

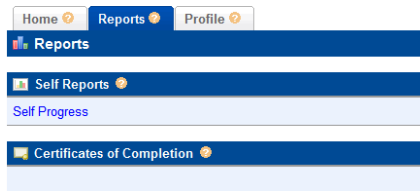
- Click **View Report**

The report appears, displaying the chapters within each class.

Once you have completed a chapter of a class, a certificate of completion becomes available for that class under the **Reports** tab. A certificate lists the user's name, the chapters that have been completed, and the name of the class.

To Download a Certificate of Completion:

- Complete all the lessons in a chapter. Certificates will not be available until a course is fully completed.
- Right-click the certificate you want download and select **Save Target As**.



Save the PDF certificate to your computer.

Certificates of Completion require that Adobe Acrobat Reader software has been installed to the user's computer

Custom guide provides brief reference guides for popular Microsoft, Mac and Adobe software applications. These are two page guides filled with useful shortcuts and basic program information; they are free and in PDF format:

Open CustomGuide Software Training on the web: www.customguide.com

On the Home page click the **Free Training Resources** tab on the upper right corner:




You see the page displaying quick reference downloads:



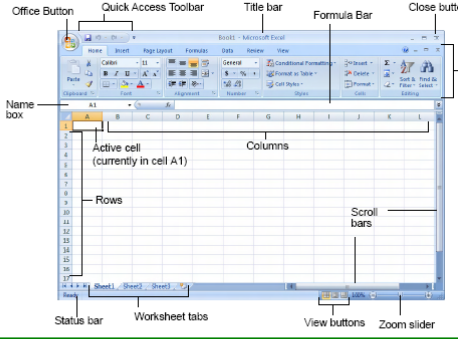
Click on the title you selected for learning and the guide for that title will be displayed in a separate window:

Microsoft®
Excel 2007
Quick Reference Card



CustomGuide
Your Organization's Personal Trainer
888.903.2432 | www.customguide.com

The Excel 2007 Screen



Keyboard Shortcuts

General

- Open a Workbook <Ctrl> + <O>
- Create New <Ctrl> + <N>
- Save a Workbook <Ctrl> + <S>
- Print a Workbook <Ctrl> + <P>
- Close a Workbook <Ctrl> + <W>
- Help <F1>
- Run Spelling Check <F7>

Navigation:


- Move Between Cells <↑>, <↓>, <←>, <→>
- Go One Cell to the Right <Tab>
- Go One Cell to the Left <Shift> + <Tab>
- Down One Cell <Enter>
- Up One Cell <Shift> + <Enter>
- Up One Screen <Page Up>
- Down One Screen <Page Down>
- To Cell A1 <Ctrl> + <Home>
- To Last Cell with Data <Ctrl> + <End>

The Fundamentals

The Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Excel. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

- To Create a New Workbook: Click the Office Button, select **New**, and click **Create**, or press <Ctrl> + <N>.
- To Open a Workbook: Click the Office Button and select **Open**, or press <Ctrl> + <O>.

Editing



Dialog Box Launcher

- To Edit a Cell's Contents: Select the cell, and press <Enter> when done.
- To Clear a Cell's Contents: Select the cell, and click the Erase All Contents button in the Clipboard group on the Home tab.
- To Cut or Copy Data: Select the cell(s), then click the Cut or Copy button in the Clipboard group on the Home tab.
- To Paste Data: Select the destination cell(s), then click the Paste button in the Clipboard group on the Home tab.
- To Copy Using Auto Fill: Point to the selected cell(s), then drag to the destination cell(s).
- To Move or Copy Cells Using I/O: Select the cell(s), then click the Move or Copy button in the Clipboard group on the Home tab.

Formatting

- To Format Text: Use the Font group on the Home tab, or click the Dialog Box Launcher button in the Font group.
- To Format Values: Use the Font group on the Home tab, or click the Dialog Box Launcher button in the Font group.
- To Copy Formatting with the Format Painter: Select the cell(s) you want to copy and format, then click the Format Painter button in the Clipboard group on the Home tab.
- To Change Cell Alignment: Select the cell(s), then click the Alignment button in the Font group on the Home tab.