

How to navigate a course

Once you have loaded the course, you will see the topics available, the objectives for the module and the estimated time to complete.

The screenshot shows the KnowledgeBank interface for the course 'KnowledgeBank - Word 2010 - Level 1'. The interface is divided into several sections:

- Course Title selected:** Points to the main header 'KnowledgeBank - Word 2010 - Level 1'.
- Lesson selected:** Points to the sub-header 'Navigating Documents'.
- Topic status green - completed:** Points to the 'Page Indicator' topic, which has a green dot next to it.
- Topic status orange - started (course will bookmark to this point when returning):** Points to the 'Navigation Pane' topic, which has an orange dot next to it.
- Objectives for the lesson:** Points to the 'Objectives' section, which lists six tasks:
 1. Scroll through Documents;
 2. Use Next and Previous Page Buttons;
 3. Use the Navigation Pane;
 4. Use the Browse Object Button;
 5. Use the Go To Command;
 6. Navigate using Shortcut Keys.
- Estimated time to Complete the lesson:** Points to the 'Time to Complete' section, which states 'Estimated time to complete: 22 mins.'.
- The GLOSSARY button will take you to the glossary screen.** Points to the 'Glossary' button at the bottom right.

Additional annotations on the right side of the interface:

- Print resources here Smart Card, which is a list of keyboard short cut keys and an Objective Workbook to support your learning. Both are PDF to be printed if required or saved. The saved document may be read by an e reader** - Points to the top right corner of the interface.

To start your learning, choose the topic you want by clicking on the title.

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Through your learning you will see the following box.

The AUDIO button will allow you to turn the audio on and off. If the audio is off then a red cross will appear.

Click and drag box to another part of the screen if you wish

Back to previous screen

Forward to next screen

Return to topic screen

Exit the course and bookmarks where you reached

KnowledgeBank - Word 2010 - Level 1

Previous and Next Page Buttons

Navigation buttons

Learning content

Action to do to move course forward

Please click on the "Next Page" button.

Click here to print the screen page and information box

Shows the lesson title and your progress

Detailed description: The image shows a screenshot of a learning interface. At the top, there's a title bar 'KnowledgeBank - Word 2010 - Level 1'. Below it is a section titled 'Previous and Next Page Buttons' containing four navigation buttons: a globe icon, a left arrow, a right arrow, and a red 'X' icon. A red box highlights these four buttons. To the right of the buttons is the text 'Navigation buttons'. Below the buttons is a text area with the content: 'There are two buttons marked with twin arrowheads at the bottom of the vertical scroll bar, being the "Previous Page" and "Next Page" buttons. Clicking on these buttons moves you directly to the next or previous page in the document. Let's move to page two.' Below this is a highlighted instruction box: 'Please click on the "Next Page" button.' To the right of the text area is the label 'Learning content'. At the bottom, there's a progress bar labeled 'Navigating Documents (27% Complete)' with a globe icon on the right. Below the progress bar is the text 'Shows the lesson title and your progress'. Various blue arrows point from text labels to specific elements: 'Click and drag box to another part of the screen if you wish' points to the title bar; 'Action to do to move course forward' points to the instruction box; 'Shows the lesson title and your progress' points to the progress bar; 'Back to previous screen' points to the left arrow button; 'Forward to next screen' points to the right arrow button; 'Return to topic screen' points to the globe icon button; 'Exit the course and bookmarks where you reached' points to the red 'X' button; 'Learning content' points to the text area; and 'Click here to print the screen page and information box' points to the globe icon on the right of the progress bar.

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Shuimish News - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Print Layout Full Screen Reading Draft Document Views

Web Layout Outline Draft

Ruler Gridlines Navigation Pane Show

Zoom 100%

One Page Two Pages Page Width

New Window Arrange All Split Window

Switch Windows

Macros

“Shuimish P/L” Feng Shui
Understanding the Ancient Art of Placement



Aim
Using the proven power of Feng Shui as a key to modern living.
Achieving health, wealth, love and prosperity

Red arrow shows where you have to perform the action you are asked to carry out