

# Navigating Your LearnKey CD-ROM Training

Because LearnKey recognizes that individuals learn differently, our CD-ROM training offers a variety of training options so you'll be able to choose the methods that best meet your individual training needs. To get the most from your training experience we suggest you utilize each of the features listed below.



## Training Movies

As LearnKey experts guide you through the training, you'll be able to see the steps, hear the explanations, and perform the tasks. Let the instruction play from start to finish, or use the topic and "VCR" buttons to self-direct your training.



## Topic Buttons

Click on the topic buttons for instant access to specific areas of instruction.



## Play, Pause, and Rewind Buttons

"VCR" buttons allow you to control the play of the training movies.



## Home Button

Select the Home button from anywhere in the training process to return to the main window.



## Test Button

Choose between both Pre- and Post-Test options. The Pre-Test will assess your strengths and weaknesses, and help you optimize your training time by concentrating on only those topics that you need. The Post-Test allows you to gauge your training effectiveness and see how your skills have improved.



## Index Button

This button pops open a window containing a topical directory, allowing you to jump to any topic or module by clicking on it. To help track your training, a check mark is automatically displayed next to completed topics.



## Labs Button

When you complete a topic, choose the Labs button to accomplish the associated hands-on exercise. Labs allow you to reinforce concepts by performing the tasks you've just learned. If you need help, click on the Steps button for written instructions or choose "Coach Me" for an animated simulation of how to accomplish the task.



## Glossary

The Glossary button pops open a window containing terms, definitions, and brief explanations of the concepts used in the training.



## Interact Button

Choose this for access to links and supplemental training resources, as well as to launch and interact with your own application software.