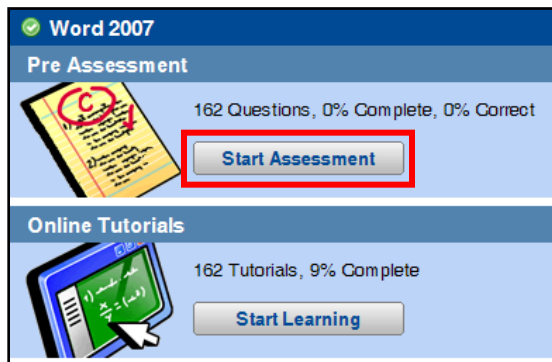


## Instructions for using the CustomGuide Learn on Demand Training:

1. Login to the CustomGuide online training. From the Home tab under All Courses, select the topic you wish to review, for example Word 2007:

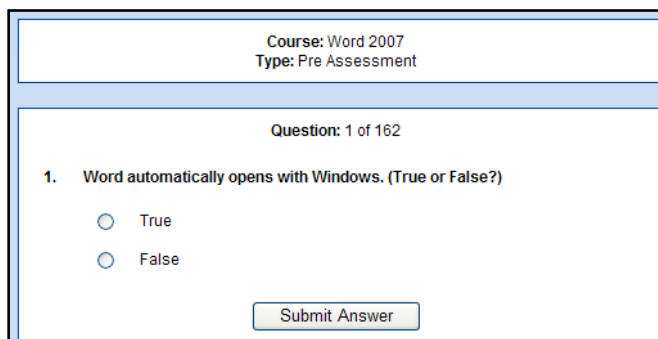


2. To complete the selected Pre-Assessment select the Start Assessment button:

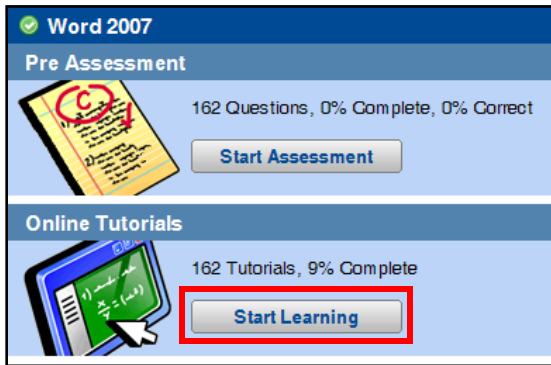


Completing the pre-assessments will help to determine areas of proficiency in the specific software package.

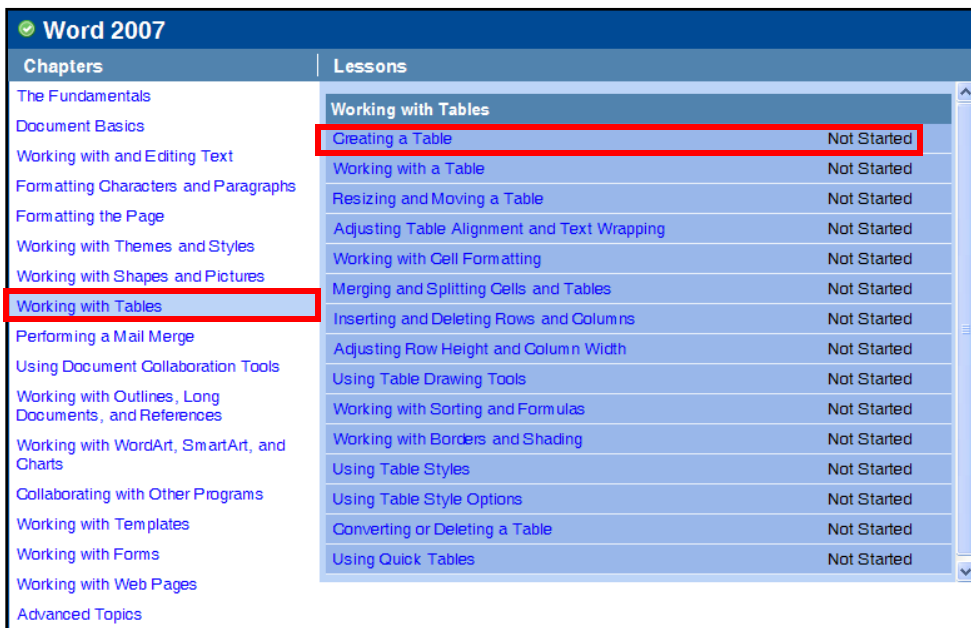
3. Answer questions and submit answers:



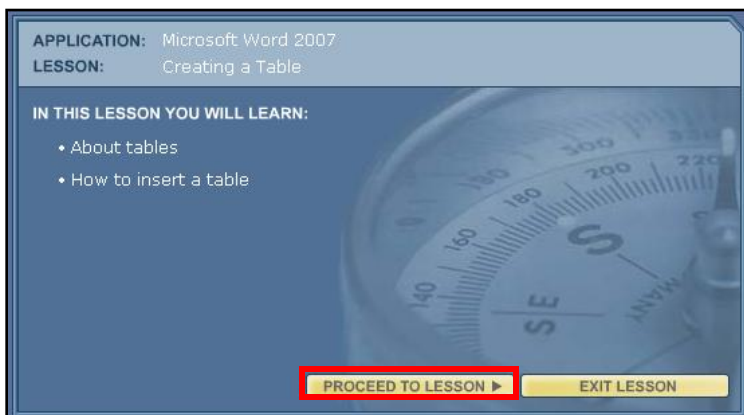
4. To begin the online tutorials for Word 2007, for example, select the Start Learning button under the Online Tutorials:



5. Select the appropriate Chapter and Lesson you wish to complete:

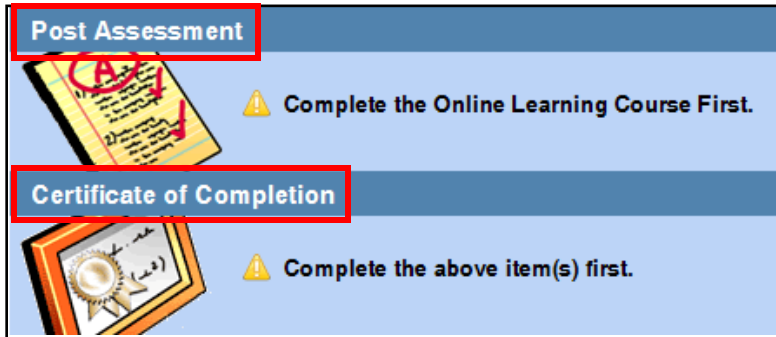


6. Select the Proceed To Lesson button:




Follow online instructions. Continue this process until all appropriate lessons have been completed.


7. Post Assessments and Certificate of Completions can be completed after training is finished:



**Post Assessment**

 ⚠️ **Complete the Online Learning Course First.**

**Certificate of Completion**

 ⚠️ **Complete the above item(s) first.**