Using the Help Guide

Where would you look if you wanted to learn how to spell a word or find information for a report? Dictionaries and encyclopedias are two types of resources that can be used to get answers quickly without having to read the books from cover to cover. Similarly, the Intel® Education *Help Guide* can be used to learn how to do certain skills on the computer.

Exploration

Write your answers to each numbered question on a separate sheet of paper.

- Go to the *Help Guide.*

- Go to the left navigation pane, which shows the contents of the *Help Guide.* Find the *Help Guide* link. This section has information about how to use the *Help Guide.*

- The *Help Guide* has sections for each of the four main computer technology areas—graphics, word processing, spreadsheets, and multimedia. The *Help Guide* includes several other technology areas that can be used for your own personal reference but will not be used in the course.

- Find the Graphics section. The Graphics section includes groups of graphics skills. Each group has a number and a name. The name describes the type of information you will find in each group. Take a moment to figure out the following:

    1. **How many groups are in the Graphics section?**

    2. **What is the name of Graphics Group 5?**

- Find Group 5: Using the Drawing Tools. Group 5 includes many graphics skills. Each skill has a number and a description. Take a moment to figure out the following:

    3. **How many skills are in Graphics Group 5?**

    4. **Which graphics skill might you look at if you needed to know how to draw an arrow?**

- Spend one or two minutes exploring the graphics skills.

    5. **Which graphics skill looks like the most fun? Why?**

- Find the Word Processing section. The Word Processing section is organized just like the Graphics section. The Word Processing section includes many word processing groups. Each group has a number and a name. The name describes the type of information you will find in each group.

   6. **Which word processing group has information about designing pages?**

   7. **Which word processing skill has information about how to change the color of your words?**

   8. **Which word processing group might contain information about changing the look of a table?**

- Spend one or two minutes exploring the word processing skills.

   9. **Which word processing skill looks most interesting to you? Why?**

- Answer the following questions about the Spreadsheets and Multimedia sections.

   10. **Which spreadsheet skill explains how to give a worksheet a new name?**

   11. **Which spreadsheet group has information about performing calculations?**

   12. **Which multimedia skill tells you how to record your voice?**

   13. **Which group has information about changing the look of your slides?**

- Spend one or two minutes exploring the spreadsheets and multimedia skills.

   14. **Which spreadsheet or multimedia skill are you most excited to learn? Why?**

Discussion

Spend five minutes discussing with your partner your answers to the following questions:

- **How is the *Help Guide* different from reference materials that you have seen?**

- **Is the *Help Guide* easy or hard to use? Why?**

Now you will share your answers with the class as directed.