

How to Use the Intel® Education Help Guide

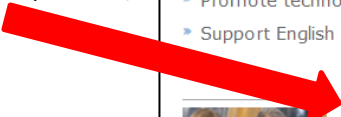
As you go through the Intel® Easy Steps Activity Cards, you may find that you don't know how to complete a particular step. That's OK...we can show you how with a resource called the **Intel® Education Help Guide**. The Help Guide provides detailed step-by-step instruction on how to do hundreds of tasks, and presents it in everyday, non-technical language that's easy to understand. It also illustrates each step.



To access the Intel® Education Help Guide:

Click on: <http://www.intel.com/education/helpguide/index.htm>

That will take you to a landing page that looks like this.

You can start the Help Guide by putting your cursor over the words Online Help Guide, then "left click"





 


Intel® Education Help Guide

Need a handy tutor who is always ready to help your students' complete tasks with productivity software? What if your students want to make a bar chart from spreadsheet data, set up a three-column newsletter from a document, or add a photo to a multimedia presentation? The Intel® Education *Help Guide* provides step-by-step instructions for hundreds of these productivity tasks in user-friendly, non-technical language. Visual images accompany each step to show how it's done.

- ▶ See step-by-step instructions while you work
- ▶ Promote technology literacy skills
- ▶ Support English language learners

 **Online Help Guide >**
Find the online *Help Guide* that matches your software version and operating system. You can also select *Help Guide* in another language.

 **Offline Help Guide >**
Download the *Help Guide* that matches your software version and operating system (~40MB). You can also download *Help Guide* in another language.

 **Help Guide in the School >**
Find strategies for promoting technology literacy using just-in-time instruction.

How Does the Help Guide Work?

Watch an animated demonstration of *Help Guide*.

▶ [View Demo](#)

Intel® Education: Help Guide - Windows Internet Explorer

Intel® Education Help Guide

The Intel® Education *Help Guide* is available in multiple versions and languages. Select a version based on the software applications you have on your computer. ([Need help selecting a version?](#))

Microsoft Windows* versions

- Microsoft Office 2007*
- Microsoft Office 2003*
- Microsoft Office XP*
- Microsoft Office 2000*
- Open Office*


Macintosh OS* versions

- Microsoft Office 2004 for Mac*

Help Guide is also available in other languages. Select a *Help Guide* language:

Pop-ups
If you would like to skip this page the next time you use the *Help Guide*, please turn off your pop-up blocker.

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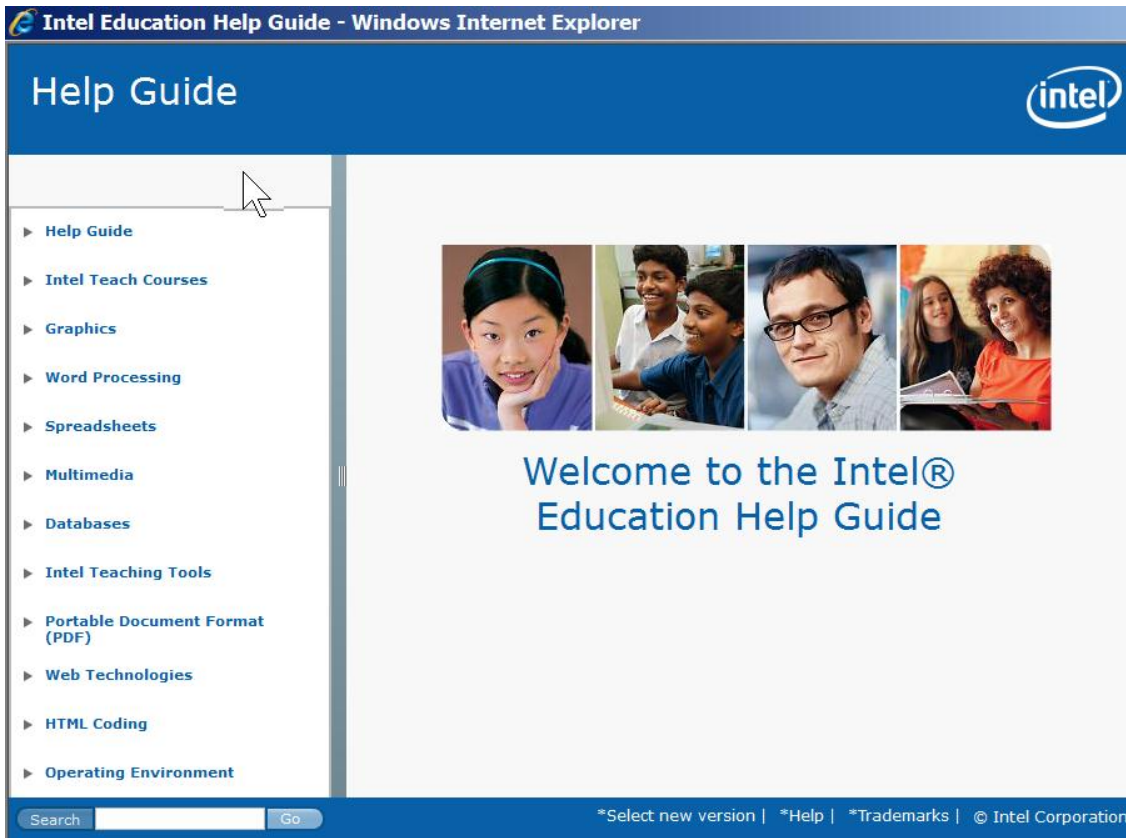
You will then see a screen that will prompt you to either launch the Help Guide,



Or select an option available in another language



When the Help Guide opens, you'll see a Welcome page that looks like this. Note that in the left channel, there are links to a variety of types of software instruction. This will be where you'll find the instruction on how to complete skills related to that software.



(See next section on How to Use the Intel Education Help Guide with the Activity Cards)


How to Use the Intel® Education Help Guide with the Activity Cards:

You will note that underneath each step in each Activity Card is a line that starts with the words "For Help, see...", which is followed by a reference to a particular software area and skill. In the example below, there is a reference to "Graphic Skill 9.1: To make art out of words, or Word Art"

Steps on How to Create a Flyer

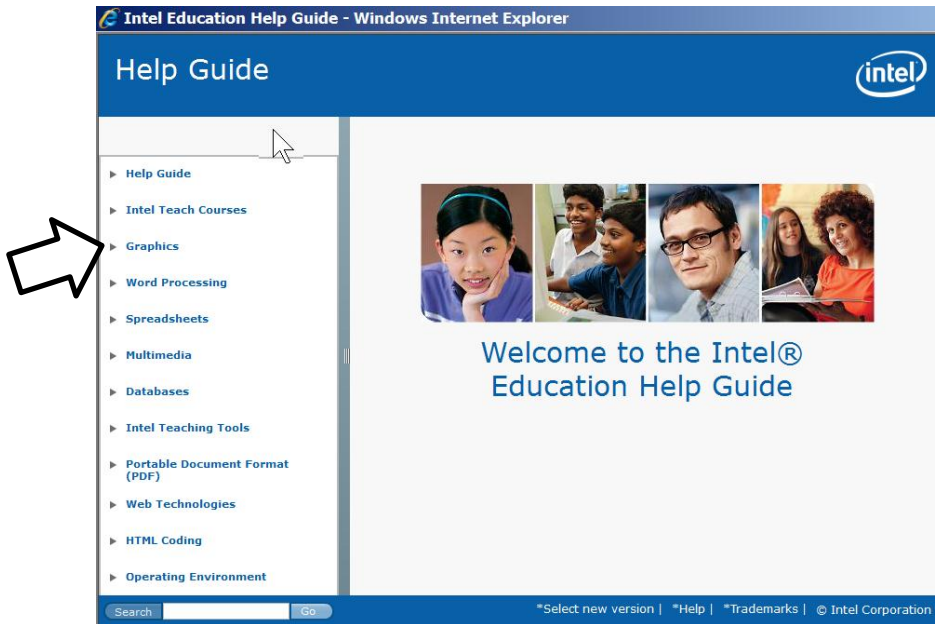
A. Create An Artful Title

1. **Start the word processing software, and open a new, blank document.**
For help, see Graphics Skill 4.1: To start the word processing software with drawing tools
2. **Think of a name for the flyer. Then, create an artful title, such as a WordArt or Fontworks title. Move the WordArt to the top of the page.**
For help, see:
Graphics Skill 9.1: To make art out of words, or WordArt
Graphics Skill 9.2: To change the words in your WordArt
Graphics Skill 9.3: To pick a different WordArt look or style
3. **Save your work.** Make sure you save your work after every couple of steps you complete.
For help, see Word Processing Skill 1.7: To save a word processing document for different uses

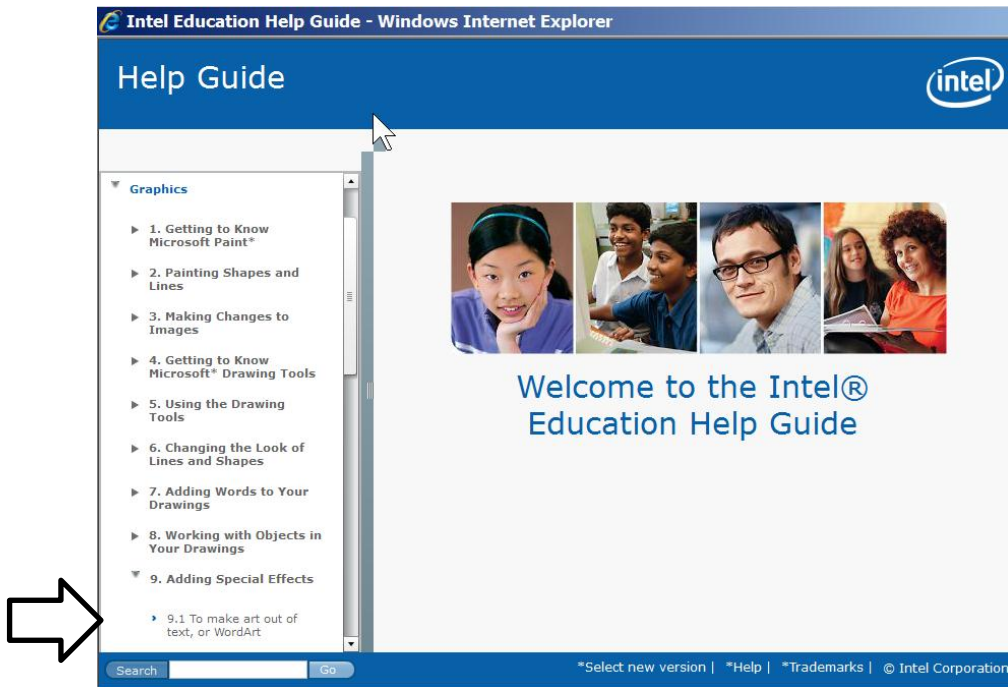


In this particular example, the reference is to section in the Help Guide that is focused on Graphics software, and specifically the skill of how to make art out of words or Word Art.

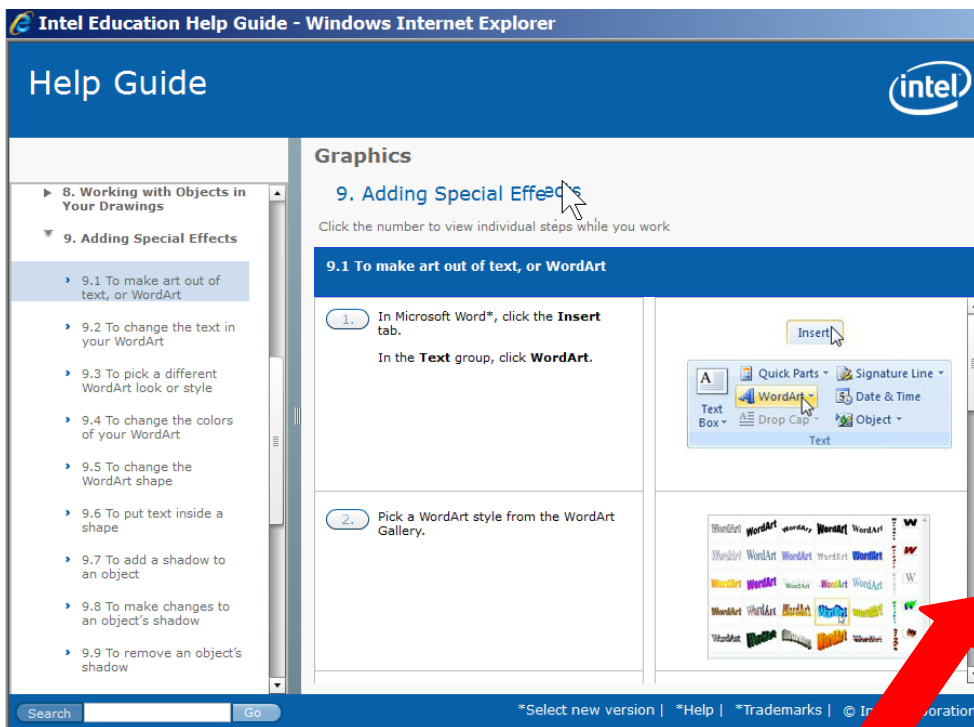
Start by putting your cursor over the word Graphics, then "left click"



When you open the section on Graphics, scroll down until you find the skill you were looking for to help you create this section of the flyer, in this example, Skill 9.1: To make art out of text or Word Art. Put your cursor over that section, and "left click"

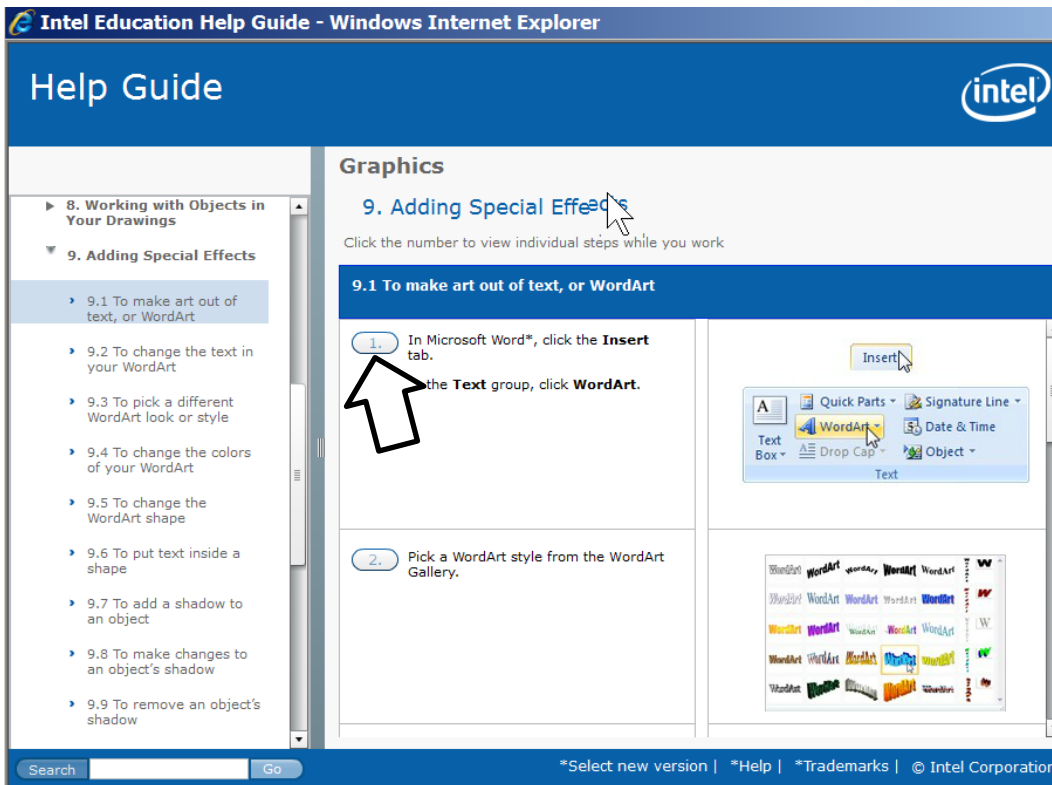


That will open the screen that gives you the step-by-step instructions you need to make art out of text or Word Art

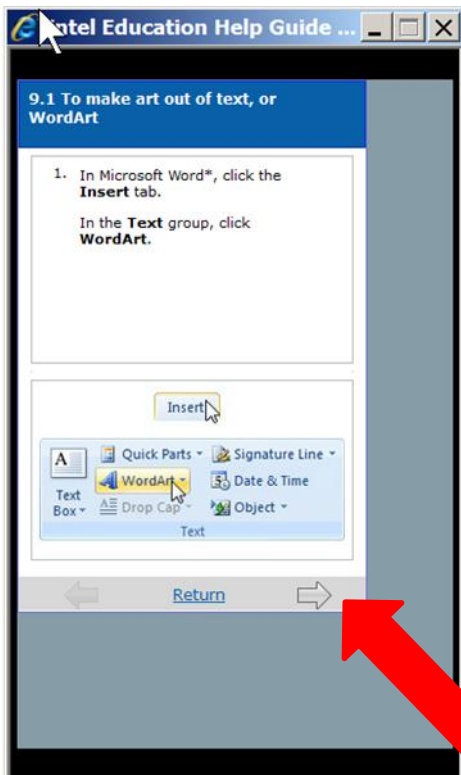


You can view the steps in two ways. One way is to scroll through to see all the steps. Use the scroll bar on the right

The other way is to put your cursor on top of the number 1 on the first step, and "left click".



That will put the Help Guide step into a smaller window, which you can see on your screen at the same time as you work on the Activity Card.



To advance to the next skill step, simply click on the arrow at the bottom of the window.