

USER INSTRUCTIONS FOR WINDOWS VISTA AND MICROSOFT OFFICE 2007 ESSENTIALS FOR INDIVIDUALS NEW TO COMPUTING

1. At your computer, access the Internet.
2. In the address bar at the top, enter <http://www.microsoft.com/uk/britainworks> and press ENTER on your keyboard.
3. The Microsoft Britain Works web site will appear. Click **New to Computing** on the top bar.
4. Scroll down to the **Resources That Can Help You Today** section, click **Get started learning now**.
5. The following web page listing the available training appears. Click the link to **Windows Vista and Office 2007 Essentials**.



Britain Works Learning Portal

Free Online Learning for Individuals New to Computing

To get started, ensure that your computer meets the e-learning system requirements, and then choose the training that best meets your desired goals.

Step 1. Scan your system now to ensure it meets all system requirements. Please note that Microsoft Internet Explorer 6.0 or later is required for viewing e-learning.

Step 2. Choose your training

[Digital Literacy Training for Individuals New to Computing](#). Choose this training if you are just starting to learn how to use a computer. (no access code required)

[Windows Vista and Office 2007 Essentials](#). Choose this training if you are already familiar with a computer and are interested in navigating the core capabilities of both Windows Vista and Microsoft Office 2007 with confidence. You must enter an access code to activate your training.

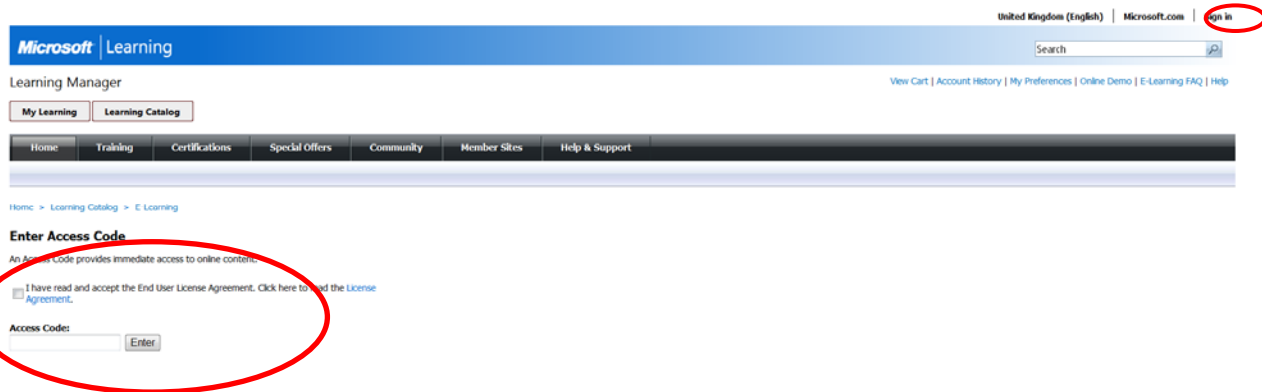
User Guide

- [Download XPS file](#) (623 KB)
- [Download PDF file](#) (670 KB)

Related Links

- [Special Offers on Official Microsoft Learning Products](#)
- [Britain Works home](#)

This will take you through to the following page. You will now need to redeem your free E-Learning offer by using the access code supplied to you.



6. Firstly, ensure that the page says **Sign in** in the top right corner. Otherwise click **Sign out** first. Then tick the box to accept the End User License Agreement and then enter the access code into the specified box and press ENTER. The following screen will now prompt you to sign in using your Windows Live

[Home](#) > [Learning Catalog](#) > [E-Learning](#)

Microsoft E-Learning Sign-In



ID

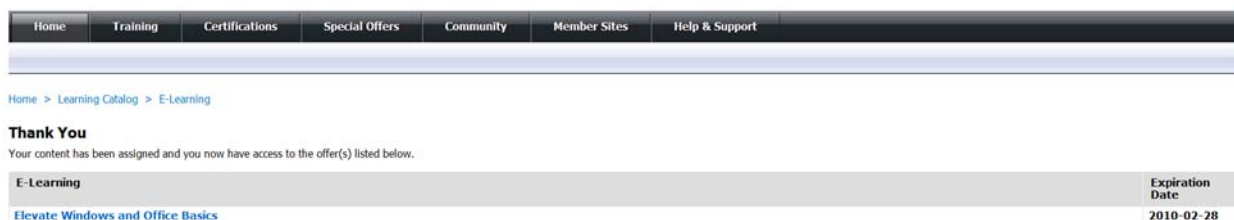
7. Click the **Sign In** button and then enter your email address and password from your Windows Live ID in the boxes. Select **Always ask for my email address and password** unless you are using your own computer. Click on **Sign In** to complete the sign in process.

8. You will now have to answer a few questions before proceeding. You only need answer the questions marked with an asterisk.

If you are not in work or can't see your primary role listed, then select **other** and put 0 for number of employees. Similarly put **other** if you are not sure about other answers. You can leave the questions about which technology areas and programming languages you are interested in blank if you prefer. When you have completed the questions, click on **continue**.

9. This may take you a page which asks you to verify ownership of your email address. As you have already done so, simply click on **Continue**.

10. You are sent then to a Thank You page, which confirms you have access to the Windows and Microsoft Office Essentials courses.



11. Click **Go to My Learning** to see your online content. This will take you to a personalized space that stores all of the learning content you have saved and records your subsequent progress through them. If this is the first time you have used Microsoft E-Learning then it will appear as shown below.

My Learning

Sort by:

Catalog View | Table View

| Learning Resource Title | Resource Type | Status | Action |
|---|-------------------|---------------|----------------------------------|
| Course 5425: Getting Started with Microsoft Office Excel 2007 | E-Learning Course | Not completed | Mark as Complete |
| Course 5437: Getting Started with Microsoft Office Outlook 2007 | E-Learning Course | Not completed | Mark as Complete |
| Course 5420: Editing and Proofreading Documents in Microsoft Office Word 2007 | E-Learning Course | Not completed | Mark as Complete |
| Course 5421: Formatting Documents in Microsoft Office Word 2007 | E-Learning Course | Not completed | Mark as Complete |
| Course 5426: Performing Calculations on Data in Microsoft Office Excel 2007 | E-Learning Course | Not completed | Mark as Complete |

12. Click on the course you want to start. When you have completed your session, ensure that you click on **Sign out** in the top right corner before exiting.

You have up to 12 months to complete your learning. Each time you wish to return to your E-Learning, follow these instructions:

1. Start by accessing the Internet. Type www.microsoftlearning.com into the address bar and press ENTER on your keyboard.
2. On the right, click **Returning users** and sign in as instructed.
3. Click **My Learning** in the upper-left corner to bring you to a personalized space that stores all of the learning content you have saved. Click on the course you want to start.
4. Ensure that you click on **Sign out** when you have finished if on a shared computer.

If you need assistance at any time in the registration process or during your E-Learning, in the first instance ask the centre who provided you with your voucher. You can also call the Britain Works Helpline on 0800 111 4341.