






User Guide

1. The xl-IQ Menu and Toolbar

Once xl-IQ has been successfully activated, a new Menu and Toolbar will be displayed within Excel's normal interface, which allow you to access all of the functionality included within the xl-IQ application.

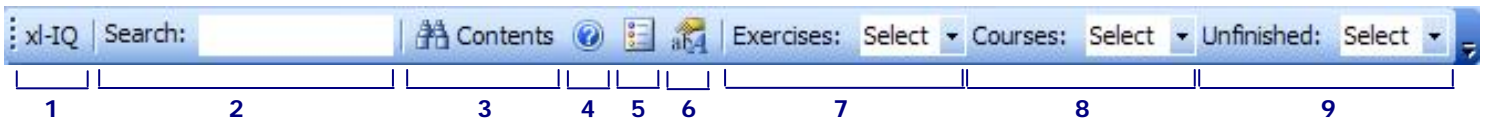
1.1. The xl-IQ Menu

The xl-IQ Menu will appear to the right of the Main Menu Bar in Excel, and when clicked will show the following options:

	xl-IQ	
	Find Exercise	← Opens a dialog box with all the details of available Exercises and Courses, allowing you to easily find the right Exercise or Course to run.
	Did You Know?	← Displays the Did You Know? dialog box, providing a sample of possible Exercises or individual Topics that you might wish to learn about.
	Unfinished	← Displays a popup list of all your unfinished Exercises and Courses. Just click Any of these items to resume from the last known position.
	xl-IQ Shortcut Keys	← Displays a list of the shortcut Keys that you can use within xl-IQ while an Exercise or Course is running, as well as when it is in Pause Mode.
	xl-IQ Options	← Opens up the xl-IQ Options dialog box, allowing you to set the audio volume, as well as choose which prompts to ignore or auto-answer.
	About xl-IQ	← Displays the About xl-IQ dialog box, which contains information about your version of xl-IQ, as well as copyright and contact details.
	System Information	← Displays a list of key system settings.
	xl-IQ User Guide	← Opens up the xl-IQ User Guide within your default PDF Viewer.
	xl-IQ EULA	← Displays the xl-IQ End User License Agreement within Notepad.
	Change Product Key	← Allows the user to change the current License Product Key (will require Online Activation).
	Uninstall xl-IQ	← Uninstalls xl-IQ, removing the Menu and Toolbar in the process.

1.2. The xl-IQ Toolbar

The xl-IQ Toolbar will appear below the Main Menu Bar in Excel, and includes the following options:



1. **About xl-IQ:** Displays the About xl-IQ dialog box, which contains information about your version of xl-IQ, as well as copyright and contact details.
2. **Search Box:** Type in a few keywords for the feature that you wish to know about, and xl-IQ will search for the appropriate Exercise(s). Just press ENTER in order to launch the search request.
3. **Contents:** Clicking this button will open a dialog box that displays the details of all the available Exercises and Courses. You can use this to find the appropriate Exercise or Course, based on the descriptions shown.
4. **Did You Know?:** This button will open up the Did You Know? dialog box, which provides a sample of interesting topics, and related Exercises, that might interest you, given your chosen Excel Experience Level.
5. **xl-IQ Options and Settings:** This button will open the xl-IQ Options dialog box, in much the same was as the menu item shown above, allowing you to set the audio volume, as well as choose which prompts to ignore or auto-answer.
6. **xl-IQ Shortcut Keys:** This button will display a list of the shortcut Keys that you can use within xl-IQ while an Exercise is Running, as well as when it is in Pause Mode.
7. **Exercise Quick-Launch:** This dropdown shows a list of all the available Exercises, allowing you to quickly launch a specific Exercise by selecting it within the dropdown list shown when you click on the dropdown arrow.
8. **Course Quick-Launch:** This dropdown shows a list of all the available Courses, allowing you to quickly launch a specific Course by selecting it within the dropdown list shown when you click on the dropdown arrow.
9. **Unfinished Quick-Launch:** This dropdown shows a list of all the Exercises and Courses that you have started, but not yet completed, allowing you to quickly resume from where you left off, by selecting it within the dropdown list shown when you click on the dropdown arrow.

2. Finding the Appropriate Exercise or Course

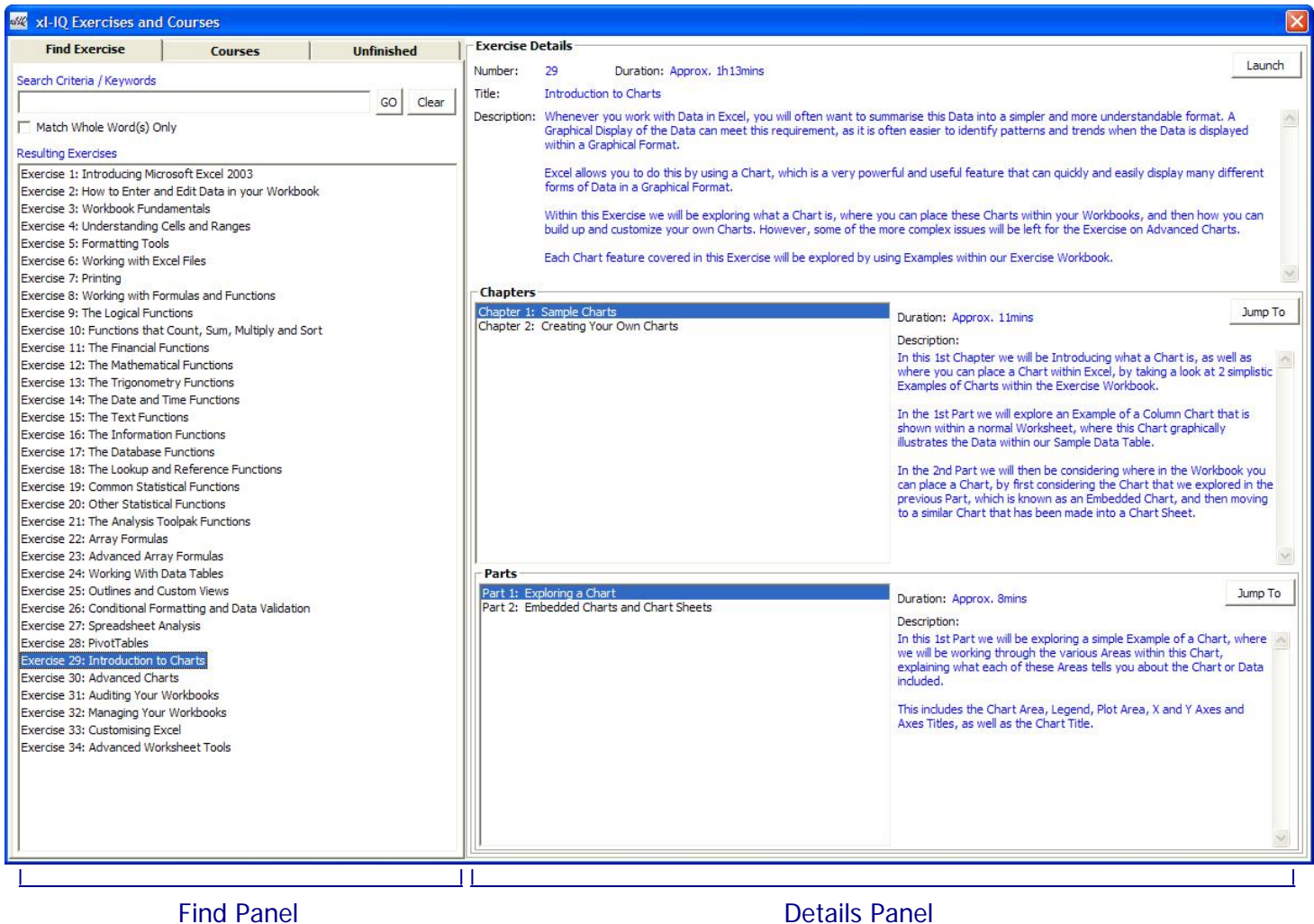
The xl-IQ Menu and Toolbar provide a few different ways of finding the xl-IQ Exercise or Course that you wish to explore.

The quickest and easiest of these is to use the Select Exercise, Select Course or Select Unfinished dropdown controls on the xl-IQ Toolbar. However, this assumes that you already know which Exercise or Course that you wish to explore, or can tell enough from the titles.

When you wish to know a bit more information about what is included within a specific Exercise or Course, or when you are not sure which Exercise or Course you are really looking for, then it is best to use the 'xl-IQ Exercises and Courses' dialog box.

You can open this dialog box by using any of the following 3 methods:

- the 'Find Exercise' menu item on the xl-IQ Menu, or
- the 'Contents' toolbar button on the xl-IQ Toolbar.
- typing in keywords within the 'Search' text box on the xl-IQ Toolbar



2.1. The Find Panel

When you first open this dialog box, the 'Find Exercise' tab within this Find Panel will be selected. By default this tab will show a list of all Exercises in the list box shown on this tab, although you can also use it to search for a specific Exercise by using the 'Search Criteria / Keywords' text box at the top of this tab.

The other tabs available are called 'Courses' and 'Unfinished', with the former showing a breakdown of all the Courses available, and the latter a list of all Exercises and Courses that you have started, but not yet completed.

We will cover the options available within this Find Panel using more detailed examples later in this section.

2.2. The Details Panel

On the right of this dialog box xl-IQ will display more details about the Exercise or Course that is currently selected within the Find Panel. In the example snapshot, 'Exercise 29: Introduction to Charts' is selected in the Find Panel, and the Details Panel therefore shows a detailed breakdown of the content that is included within this Exercise.

At the top of this panel are the overall details of the Exercise, including the title, duration and description. Below this is a Chapters section, where you can see in the list box shown that this Exercise contains 2 Chapters, one called 'Sample Charts', and the other called 'Creating Your Own Charts'.

As the 1st Chapter is selected within this Chapters list box, the duration and description on the right of this list box will indicate in more detail what is included within this specific Chapter in this chosen Exercise. In order to see the equivalent details for the 2nd Chapter, you just need to select this 2nd Chapter within the Chapter list box.

Below the Chapter section we have one called Parts, which will show an even more detailed breakdown of the Chapter that is currently selected in the Chapter list box. In the above snapshot, this would again be for the 1st Chapter. We can therefore see that there are 2 Parts within this selected Chapter, the 1st called 'Exploring a Chart', and the 2nd being 'Embedded Charts and Chart Sheets'.

To the right of this Parts list box are the duration and description for the Part that is currently selected, which means that in our example snapshot this would be for the 1st Part of the 1st Chapter, that called 'Exploring a Chart'. If we wanted to see the details for the 2nd Part of this 1st Chapter, then we would just need to select this item within the Parts list box.

In order to see the Parts available within the 2nd Chapter, we would first need to select this 2nd Chapter within the Chapters list box.

2.3. Using the Search Feature

In order to illustrate what happens when you use either the Search Box on the xl-IQ Toolbar or the Search Box on the 'Find Exercise' tab of the Find Panel, we have included an example search in the below snapshot:

The screenshot shows the 'xl-IQ Exercises and Courses' dialog box. The 'Find Exercise' tab is active, and the search criteria 'grouping data' has been entered. The search results are displayed in a tree view under 'Resulting Exercises'. The selected exercise is 'Exercise 24: Working With Data Tables (100%)', which is expanded to show its structure: Chapter 1: Introducing Data Tables (100%), Chapter 2: Working with Filters (50%), and Chapter 3: Working with Lists (50%). Chapter 1 is further expanded to show Part 1: Entering and Editing Data (50%), Part 2: Sorting (50%), and Part 3: Subtotals (100%).

The 'Exercise Details' panel on the right shows the following information for the selected exercise:

- Number: 24
- Duration: Approx. 1h17mins
- Title: Working With Data Tables
- Description: Within Excel you will often find yourself working with Data Tables, which are just tables of Data that have descriptive Headers along the Top Row of the table, and then a Record of Data in each of the Rows below.

The 'Chapters' section shows the following details for the selected chapter:

- Chapter 1: Introducing Data Tables (Selected)
- Chapter 2: Working with Filters
- Chapter 3: Working with Lists
- Duration: Approx. 37mins
- Description: In this 1st Chapter we will be exploring the Fundamental concepts in connection with Data Tables. This will include defining the structure that Excel expects a Data Table to have, as well as how you can Enter and Edit Data within a Data Table, where you can make use of a few special techniques.

The 'Parts' section shows the following details for the selected part:

- Part 1: Entering and Editing Data (Selected)
- Part 2: Sorting
- Part 3: Subtotals
- Duration: Approx. 13mins
- Description: In this Part we will be exploring a very useful feature called Subtotals, which allows you to quickly and easily insert Subtotal Rows within your Data Table.

In this example we have typed in just the two keywords 'grouping' and 'data' into the 'Search Criteria' text box, after which we clicked the 'GO' button in order to run the search.

Below the search information we now have a tree-view box, which displays just 12 Exercises, as these were the only Exercises that contained topics relating to the keywords 'grouping' or 'data'. Each has been given a score out of 100%, based on the percentage of keywords that were found within each Exercise, with the results sorted by this score in descending order. In this example, as we only used 2 keywords, all Exercises shown have either a 50% or 100% score.

These scores actually relate to each specific Part within each Exercise, and the result of a search will end up with the highest scoring Part from all Exercises being highlighted within this tree-view box. In addition, only the Parts of an Exercise that matched at least 1 of the keywords within the search will be shown within the tree-view breakdown for each Exercise shown.

In our example search above, Part 3 of Chapter 1 within Exercise 24 entitled 'Working With Data Tables' returned a 100% score based on both our keywords. This Part is therefore highlighted in this Find Panel, with the corresponding details for this Exercise, Chapter and Part shown inside the Details Panel on the right of this dialog box.

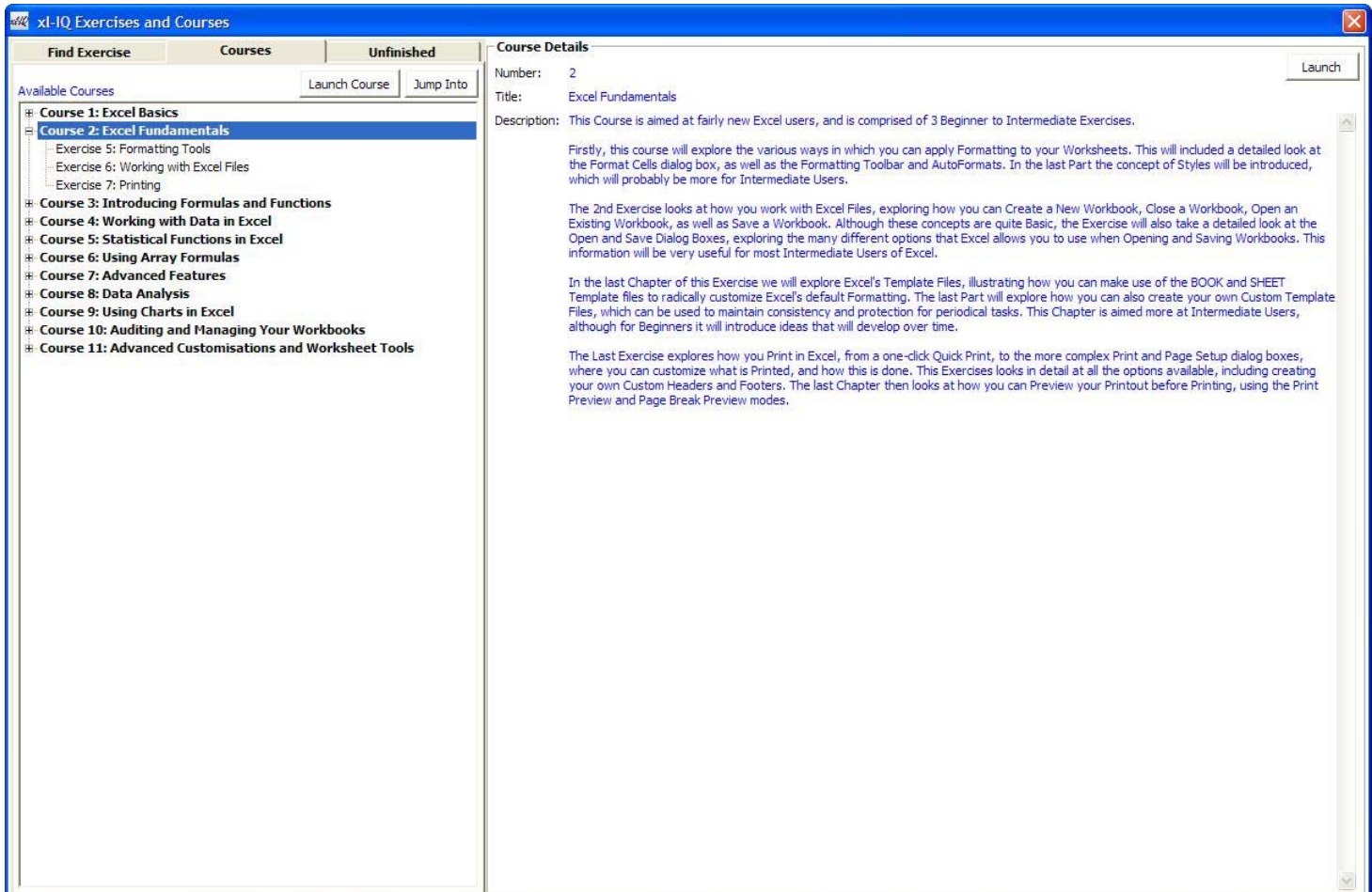
You should also be able to see that the other Parts within this Exercise all have a score of 50%, as the topics covered within these Parts only related to 1 of our keywords.

The same is true for 3 other Exercises, which also returned a 100% score, that of 'Exercise 25: Outlines and Custom Views', 'Exercise 28: PivotTables' and 'Exercise 34: Advanced Worksheet Tools'. In cases where more than 1 Part has the highest score within a search, the first Exercise with this score will be chosen as the highest ranking search result. However, if you wish to see the inner details and search scores for any of the other Exercises returned by a search, then you just need to click on the + signs to the left of each Exercise Title.

You can therefore narrow down the list of Exercises shown based on any keywords relating to the topic that you wish to learn. We will be exploring how you can launch a chosen Exercise, either from the start or from a specific Chapter or Part, in the Section 3.

2.4. The Courses Tab

Other than the 'Find Exercise' tab that we have explored so far within the Find Panel, you can also change to the 'Courses' tab by clicking on this tab at the top of the Find Panel. This will show a tree-view list of all Courses available:



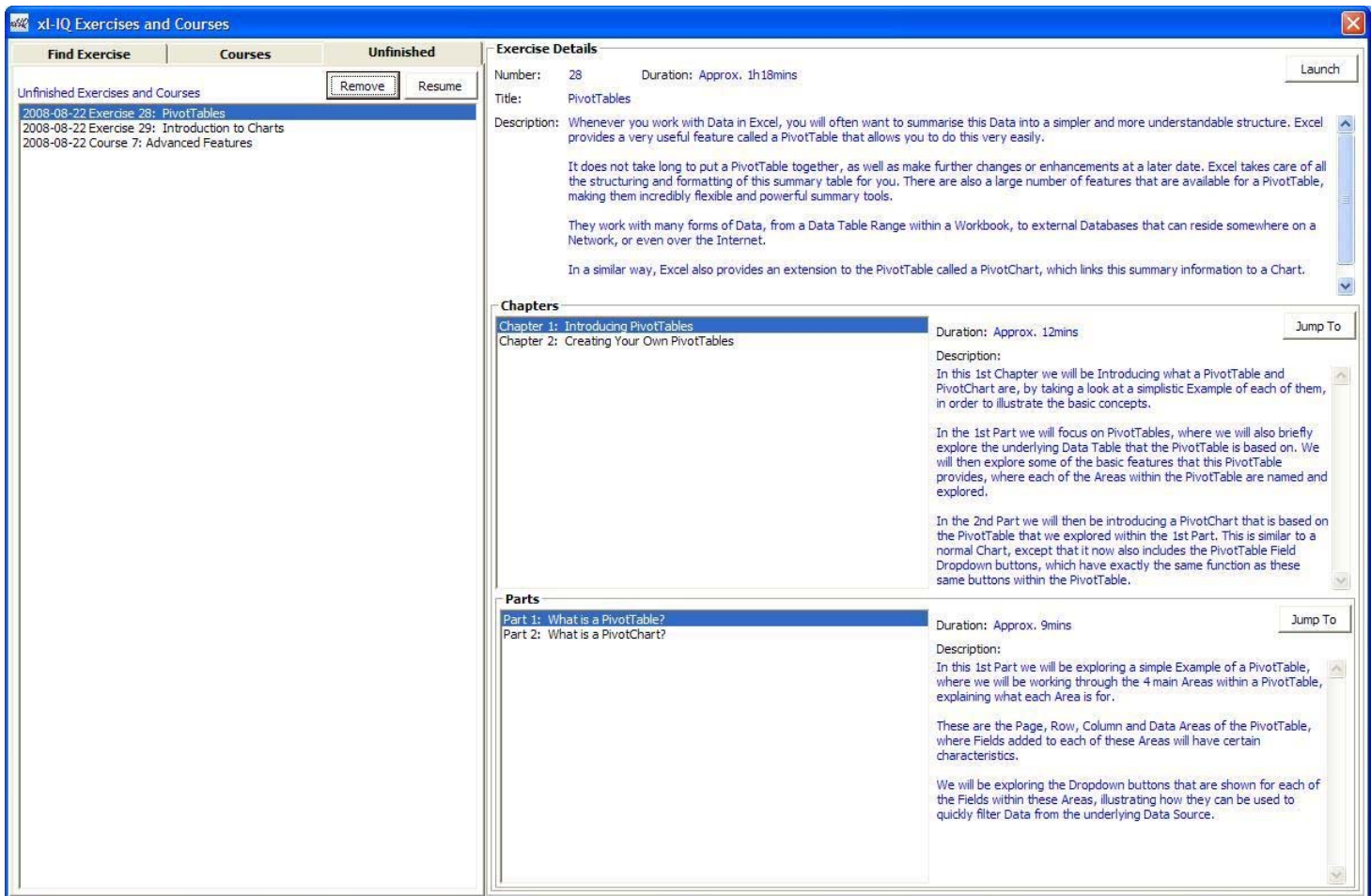
Each Course comprises of a group of Exercises that fit together within that chosen topic or area. In our above example we have selected 'Course 2: Excel Fundamentals' within the Final Panel, and can therefore see that this Course is made up of 'Exercise 5: Formatting Tools', 'Exercise 6: Working with Excel Files' and 'Exercise 7: Printing'.

The Details Panel on the right of the dialog box shows a description of this Course, indicating the level of user at which it is aimed, as well as providing a brief breakdown of what will be covered within the Course. Should you wish to see more specifics about an individual Exercise within a Course, then you just need to select this Exercise within the tree-view shown in the Find Panel, and the Details Panel will update to show the individual Exercise details.

These Courses do not offer any additional training than that included within the list of Exercises available on the 'Find Exercise' tab. However, they conveniently group certain Exercises together, allowing you to easily choose a whole range of Exercises to work through, where the level of prior Excel knowledge expected is very similar.

2.5. The Unfinished Tab

The final tab available within the Find Panel is called 'Unfinished', and will display a list of all the Exercises or Courses that you have begun, but have not yet completed. This allows you to easily resume an unfinished Exercise or Course from the last known position:



In our above example snapshot you should be able to see that at both Exercise 28 and Exercise 29 are shown within this unfinished list, along with Course 7. The details for the currently selected item in this list will be shown within the Details Panel on the right of the dialog box.

This tab therefore allows you to easily see the details of all Exercises and Courses that you have terminated prior to completion, where you can either choose to resume at a later date, or otherwise remove from the list by clicking on the 'Remove' button above this list box.

Next to each Exercise or Course shown within this unfinished list box is the date when this Exercise or Course was last run. This might help you remember why you initially ran this Exercise or Course, and can help you decide whether you wish to resume or remove this unfinished item.

3. Launching an Exercise or Course

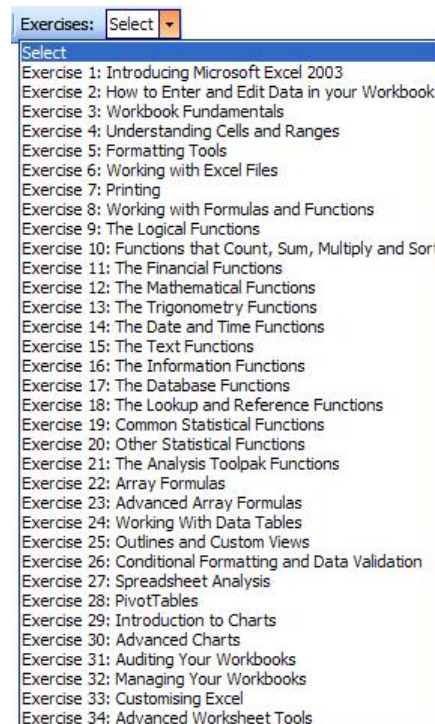
In Section 2 we explored a number of different ways in which you can find the appropriate Exercise or Course, where we explored that various options included within the Find Panel on the 'xl-IQ Exercises and Courses' dialog box.

In this Section we will be taking a look at the various ways in which you can then launch an Exercise or Course, where we will also cover how you can do this from the start of a chosen Exercise or Course, as well as from some specific position within an Exercise or Course.

3.1. Launching an Exercise

There are a number of different ways in which you can launch an xl-IQ Exercise, with the method chosen depending on the level of information that you require about the Exercise before you choose to launch it.


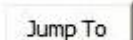
The easiest method is to just use the 'Select Exercise' dropdown list on the xl-IQ Toolbar, where you just need to select the desired Exercise from the dropdown list shown when you click on the dropdown arrow on the right of this control:



This will launch the chosen Exercise, starting from the very beginning, and is useful when you already know the Exercise that you wish to run already, or can deduce sufficient information about the content of the Exercise from the Exercise Title shown within the dropdown list.

If you require further information about an Exercise that you wish to launch, then you will need to open the 'xl-IQ Exercises and Courses' dialog box that we explored within Section 2 of this user guide. This will allow you to use all the features on the 'Find Exercise' tab within the Find Panel, in order to locate the desired Exercise that you wish to launch.

Once you have located the Exercise that you wish to launch within this dialog box, you then have a number of different ways in which you can launch this chosen Exercise:

- Double-Clicking on the Exercise Title within the Exercise list box
- Clicking on the  button on the top-right of the Details Panel
- Clicking on the  button within either the Chapters or Parts sections of the Details Panel

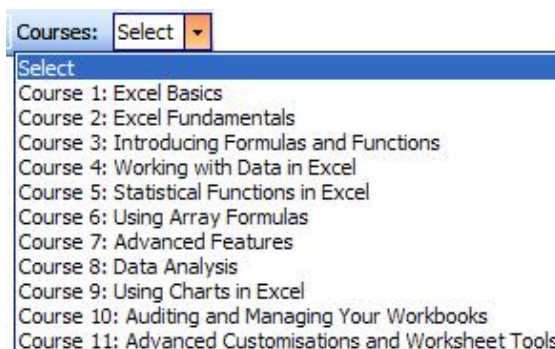
Both options a) and b) will launch the Exercise from the beginning, where the intention is to cover the entire Exercise. However, option c) will launch the Exercise from the currently selected Chapter or Part, depending on which 'Jump To' button you click. This means that if you do not want to run the entire Exercise, but wish to focus in on certain topics only, then you should use option c), where the Exercise will jump straight to the chosen Chapter or Part.

No matter which option you choose, the Exercise will continue until it has reached its natural end. If you have used option c), and wish to only cover the chosen topic, then you will need to terminate the Exercise once your desired topic has been covered. We will explore how you can do this in Section 5 of this user guide.

3.2. Launching a Course

In a similar way, there are also a number of different ways in which you can launch an xl-IQ Course, with the method chosen depending on the level of information that you require about the Course before you choose to launch it.



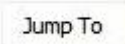
The easiest method is to just use the 'Select Course' dropdown list on the xl-IQ Toolbar, where you just need to select the desired Course from the dropdown list shown when you click on the dropdown arrow on the right of this control:



This will launch the chosen Course, starting from the very first Exercise within this Course, and is useful when you already know the Course that you wish to run, or can deduce sufficient information about the content of the Course from the Course Title shown within the dropdown list.

If you require further information about a Course that you wish to launch, then you will need to open the 'xl-IQ Exercises and Courses' dialog box that we explored within Section 2 of this user guide.

Once you have located the Course that you wish to launch on the 'Courses' tab of the Find Panel, you then have a number of different ways in which you can launch this chosen Course:

- a) Double-Clicking on the Course Title within the Course tree-view box
- b) Clicking on the  button above the Courses tree-view box on the Find Panel
- c) Clicking on the  button on the top right of the Details Panel
- d) Double-Clicking on an Exercise shown within the chosen Course's details inside the Course tree-view box
- e) Clicking on the  button above the Courses tree-view box on the Find Panel

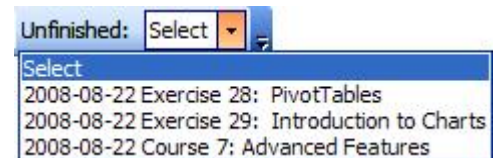
Options a) to c) will launch the Course from the beginning, where the intention is to cover all the Exercises within the chosen Course. However, options d) and e) will launch the Course from the start of the currently selected Exercise within the chosen Course. This means that if you do not want to run the entire Course, then you should use options d) or e), where the Course will jump straight to the chosen Exercise.

No matter which option you choose, the Course will continue until it has reached its natural end, that being the end of the last Exercise included within the Course.

3.3. Resuming an Unfinished Exercise or Course

As with launching a new Exercise or Course, there are also a number of different ways in which you can resume an xl-IQ Exercise or Course that you have begun, but not yet completed. The method chosen will depend on the level of information that you remember about the Exercise or Course that is unfinished.

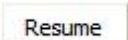
The easiest method is to just use the 'Select Unfinished' dropdown list on the xl-IQ Toolbar, where you just need to select the desired item from the dropdown list shown when you click on the dropdown arrow on the right of this control:



This will launch the unfinished Exercise or Course, starting from the position where you previously terminated the Exercise or Course. This method is most useful when you can remember exactly what this unfinished Exercise or Course was about, and therefore don't need to know any more information before you choose to resume.

If you require further information about this unfinished item, then you will need to open the 'xl-IQ Exercises and Courses' dialog box that we explored within Section 2 of this user guide.

Once you have located the unfinished item that you wish to launch on the 'Unfinished' tab of the Find Panel, you then have two different ways in which you can resume the chosen Exercise or Course:

- 1) Double-Clicking on the item within the unfinished list box
- 2) Clicking on the  button above the unfinished list box on the Find Panel

4. What happens while an Exercise is running?

In Section 2 and Section 3 we explored how you can find your desired Exercise or Course, as well as how you can launch this Exercise or Course. In this Section we will be exploring the various additions that are added by xl-IQ to Excel's standard user interface while an Exercise (standalone or part of a course) is running.

4.1. The Exercise Display

Whenever an xl-IQ Exercise is running, the Exercise Display will appear on the right hand side of the Excel window. This Exercise Display is used to show important information about what is currently being explored within the Exercise, starting with the Exercise number and name at the top (which in this snapshot is Exercise 2):

The screenshot shows the Exercise Display interface with the following components:

- Text Display:** A scrollable text area containing the exercise content, including the title "Exercise 2: How to Enter and Edit Data in your Workbook", a paragraph about the SUM formula, and instructions for entering data. The current audio clip is highlighted in light purple.
- Key and Mouse Ticker:** A control showing the current key inputs. The word "TOTAL" is displayed in large letters, and the ENTER key is highlighted in red, indicating it is currently being pressed. Other keys shown include Shift, Ctrl, and Alt.
- Progress Bar:** A horizontal line indicating the progress of the exercise.
- Time Remaining:** A progress bar at the bottom showing "Approx. 24mins remaining".

1) Audio Text Display: At the top of the Exercise Display is a control that will display the text underlying all of the audio clips used within the Exercise, allowing you to easily read what is currently being (or has previously been) spoken within the Exercise.

Background colour-coding is used to differentiate each clip, with a light purple background being used for the current audio clip, a light green background being used for any Chapter, Part or Step indicators, and then a white background for all previous audio clips.

2) Key and Mouse Ticker: Below the Text Display is a control that will keep a track of all Key and Mouse inputs that xl-IQ has used during the Exercise, which can be used when you are unsure of exactly how a certain task has been completed, and the Text Display does not provide sufficient information.

On the right of the control is the current action section, where any current key inputs are shown with a red background, for example the ENTER key that is currently being pressed within our snapshot. Other indicators within this section are the SHIFT, CTRL, ALT and MOUSE BUTTON indicators, which will be highlighted in red whenever they are being used by xl-IQ.

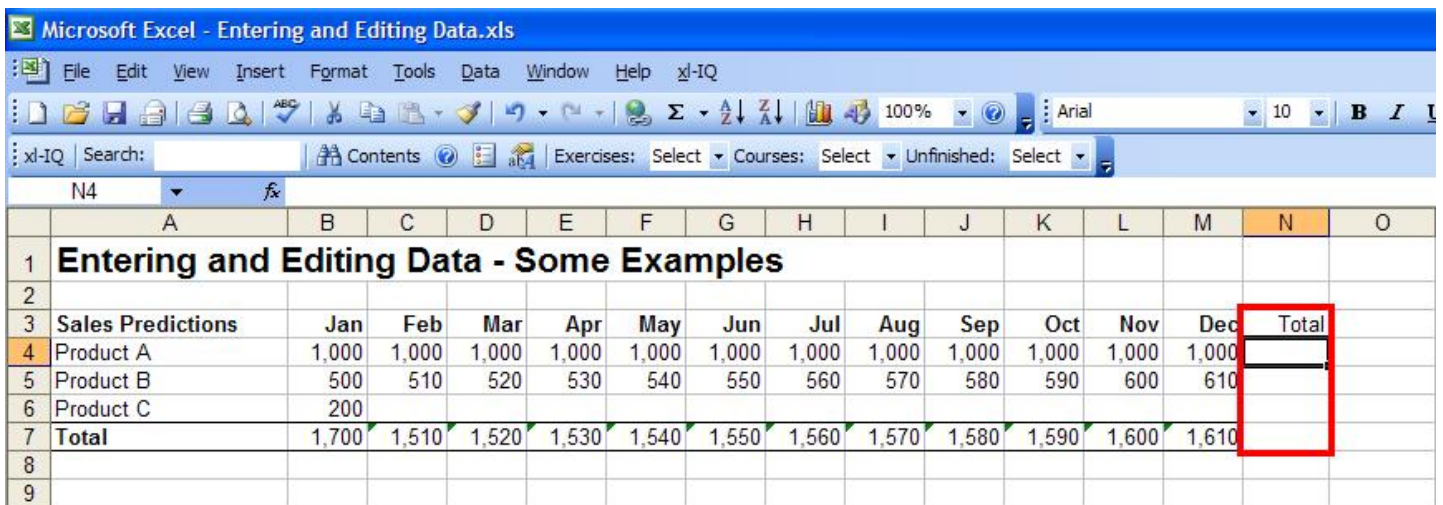
The left hand portion of this control will then show a ticker that gradually moves any previous used key or mouse inputs towards the left of the control, giving you a visual history of any xl-IQ key or mouse inputs. For example, in our current snapshot, the typed in word 'Total' appears within this ticker section, with the small 'S' below the first 'T'

in order to indicate that this key input was made while the SHIFT key was being held down. In a similar way, small 'C' and 'A' characters below any input represents that the CTRL or ALT keys were being held down at the same time.

- 3) **Mode Indicator:** Near the bottom of the Exercise Display is the mode indicator bar, which will inform you of the current mode of the xl-IQ Exercise. In our current snapshot this bar is blank, indicating that the Exercise is running as normal. However, when the Exercise is in Pause mode, then this bar will have a light green background, while displaying the text 'Paused'. Other modes will follow similar lines, with distinctive background colours and messages.
- 4) **Time Indicator:** At the bottom of the Exercise Display is the time indicator, which will update as the Exercise progresses, giving you an approximate indication of the time remaining within the Exercise.

4.2. Highlight Rectangles

In addition to the Exercise Display that is displayed on the right of the Excel window, xl-IQ will often display Highlight Rectangles all around the Excel window, in order to highlight specific areas within the Excel interface that are currently being considered within the Exercise:



In our above snapshot a Highlight Rectangle appears above the Worksheet range from Cell N4 to Cell N7, and is being used to highlight the range of cells that the Exercise is currently focussing on.

In other situations, these Highlight Rectangles will be used to highlight many other types of controls or components within Excel, including toolbar buttons, Formula components and dialog box controls.

4.3. User Input Restrictions

Whenever an Exercise is running, you will notice that your keyboard and mouse inputs will have no direct impact. This is most noticeable when you just try move the mouse, as this will have no impact on the mouse cursor on your screen. This is because xl-IQ is blocking your mouse and keyboard inputs in order to ensure that you do not accidentally corrupt what is being demonstrated within the Excel interface.

However, this does not mean that xl-IQ will ignore these inputs altogether. Other than a few special keys that will be explained shortly, xl-IQ will assume that by pressing a key, or by clicking a mouse button, you wish to interrupt the Exercise. The Exercise will therefore move into Pause mode as soon as is practical, at which point you will be given back control of your keyboard and mouse. We will cover this Pause mode in the next Section.

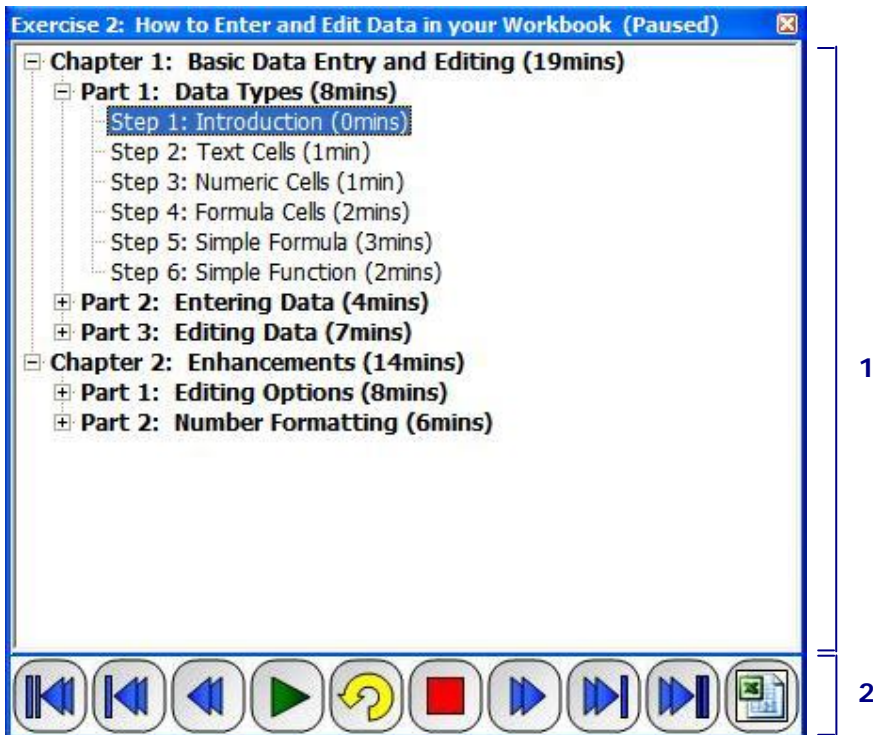
Certain special keys will not be assumed to be interrupt requests, but will instead have other results:

Key	Action
Up / Down Arrows	Increase / Decrease xl-IQ audio volume
Right Arrow	Toggle On / Off Fast Forward Mode
S Key	Skip Current Audio Clip
Fn Key related ¹	Not blocked

1. Laptop Function Key (Fn) used along with corresponding action keys












5. Pause Mode

In Section 4 we explored how xl-IQ blocks your keyboard and mouse input while an Exercise is running, taking the Exercise into Pause mode instead of allowing your input to corrupt the Exercise. When in Pause mode, xl-IQ will display the Pause dialog box, which in this snapshot is just after Exercise 2 has been launched:



- 1) Exercise Map:** The majority of the Pause dialog box is taken up by a tree-view box displaying an Exercise map. This shows a detailed breakdown of the current Exercise, with the current Step being highlighted. When initially displayed, only the currently active Part within the Exercise will show the Step breakdown as well. However, each of the other Parts within the Exercise can be expanded by clicking on the + signs to the left of each Part name.


Other than providing a useful map of the Exercise, you can also use this tree-view box to jump to a new Step within the Exercise. You can do this either by selecting the desired Step and then clicking on the PLAY button below, or you can just double-click the desired Step. If you select a Chapter or Part instead, this will automatically assume that you wish to move to the 1st Step within that Chapter or Part.
- 2) Movement Controls:** The buttons along the bottom of this dialog box provide alternative ways of moving around the Exercise, allowing you to jump backwards and forwards within the Exercise Map, and then resuming the Exercise from this new Step. A few other options are also available.

		Moves the Exercise position to the previous / next Chapter	(Keys: CTRL ← / →)
		Moves the Exercise position to the previous / next Part	(Keys: SHIFT ← / →)
		Moves the Exercise position to the previous / next Step	(Keys: ← / →)
		Resumes the Exercise from the currently selected Step	(Keys: ENTER / R / P / ESC)
		Moves the Exercise position back to the Original Paused position	(Keys: O)
		Terminates the Exercise	(Keys: S / T)
		Allows you to explore the Exercise Workbook. You can therefore easily examine or play around with the Examples yourself, in your own time.	(Keys: X)
		If an Excel dialog box is currently displayed, then although xl-IQ will automatically position this dialog box, you can use this button to move this Excel dialog box elsewhere around the screen.	(Keys: ALT ← / → / ↑ / ↓)

5.1. Exploring the Exercise Workbook

One of the most useful features of xl-IQ is that while an Exercise is running, you are able to interrupt the Exercise and explore the Example being worked through within the Exercise Workbook. This can be very useful for Steps within an Exercise that are fairly complex, or where you would like to experiment for yourself.

At certain points within the Exercise, such as when an Excel dialog box is currently displayed, or when you are busy editing a Formula, you will not be able to explore the Exercise Workbook. Once the dialog box has been closed, or once the Formula has been completed, you will then be allowed to Explore the Workbook again.

As was shown on the previous page, you can access this feature when in Pause mode by clicking on the  Explore Workbook button. When you do this, the Pause dialog box will shrink considerably, showing just the PLAY and STOP buttons:



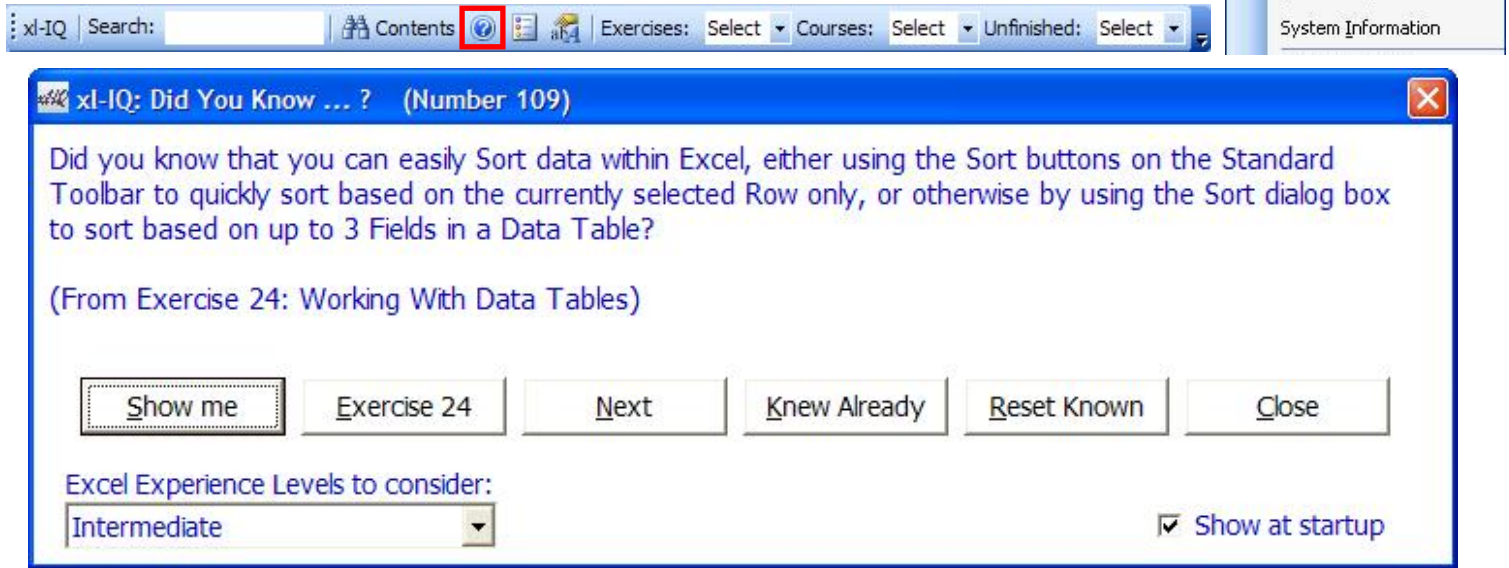
While you are in the Explore Workbook mode, you can make whatever changes you would like to the Exercise Workbook. This allows you to experiment with the current Example in your own time.

When you wish to resume the Exercise where you left off, then you just need to click on the PLAY button. Please note that any changes that you have made during your experimentation will be discarded when you resume the Exercise. If you wish to keep a copy of any changes that you have made, then you will need to use the SAVE AS feature of Excel in order to save this Exercise Workbook in another folder.

If you do not want to continue the Exercise, then you need to use the STOP button, which will terminate the Exercise, closing down the Exercise Workbook(s) that you have been exploring.

6. The Did You Know? Dialog Box

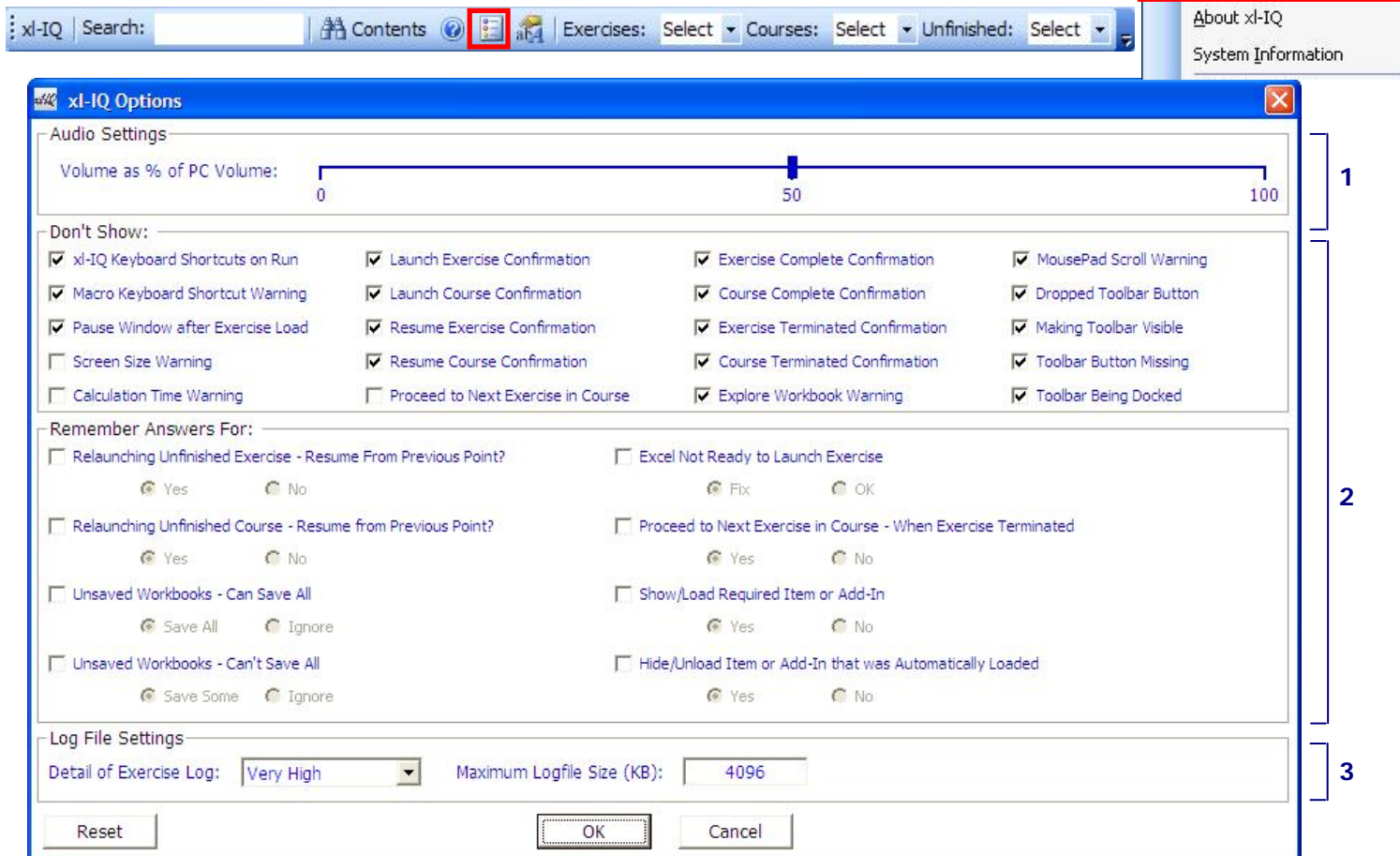
The Did You Know? dialog box will automatically be displayed on Startup, unless you have specifically chosen for this not to happen using the checkbox available within this dialog box. You can also open this dialog box by using either the xl-IQ Toolbar or xl-IQ Menu, where you just need to click on the Did You Know? command:



- 1) Show me:** Clicking this button will open the appropriate Exercise, and take you directly to the Steps within this Exercise that relate to this chosen Did You Know?. Once you have reached the end of this Did You Know? section of the Exercise, you will then be asked if you would like to continue further.
- 2) Exercise XX:** If you would prefer to run the entire Exercise from which the Did You Know? came from, then you can just click this button, which will start the Exercise from the very beginning.
- 3) Next:** This will just skip this current Did You Know? topic, and then display a new one from within your chosen Excel Experience Level.
- 4) Knew Already:** If you already know how to do what is being mentioned within the Did You Know?, then you can just click on this button in order to never show this tip again. The dialog box will then just jump to the next Did You Know? topic.
- 5) Reset Known:** If you would like to reconsider all of the tips within this chosen Excel Experience Level, thereby cancelling all of the 'Knew Already' choices that you have made, then you can just click on this button.
- 6) Close:** When you are finished with this Did You Know? dialog box, then you can just click on this button in order to close it down. Alternatively you can just click on the Close button on the top right as well.
- 7) Excel Experience Levels to consider:** This Dropdown defines the Categories of Did You Know? topics that will be shown within this dialog box. You can use this Dropdown in order to specify what level of knowledge and experience you have within Excel, which should mean that the topics shown within this dialog box should be more closely linked to things that you might wish to know, and that are not too far beyond your current level of experience.
- 8) Show at startup:** This checkbox can be used to show this Did You Know? dialog box when Excel is launched. However, if you would prefer this not to happen, then you just need to ensure that this checkbox is not ticked.

7. The xl-IQ Options Dialog Box

On the xl-IQ Menu there is a command called 'xl-IQ Options', which you can use to open the xl-IQ Options dialog box. You can also use a similar button on the xl-IQ Toolbar to do this. This dialog allows you to customize some of xl-IQ's settings:



1) Audio Settings: This section allows you to use the Volume slider in order to set the xl-IQ audio volume (as a % of your PC volume). This will have the same effect as any changes you make during an Exercise using the UP and DOWN arrow keys to adjust the audio volume.

2) Message Settings: By default xl-IQ will often show you messages, some that require a response, but many that are just informational. When many of the common messages are displayed you will also have a checkbox that you can use to ask xl-IQ not to show this message in future. For informational messages this will be simply not to show the message again, but for messages that require a response this will also remember the response you gave when you requested not to have the message displayed again.

All of these messages are shown within this message settings section, with the informational messages shown on the left hand side, and the messages that require a response shown down the right hand side. By default, all messages will be shown, which can be seen by the fact that none of the checkboxes within these 2 sections have been ticked. The 'Reset' button on the bottom left can be used to automatically return to this default position.

These checkboxes will reflect any 'don't show again' choices that you have made when messages were displayed on screen. You can therefore either wait until messages are displayed on screen, and then choose which ones you don't want to see again, or you can manually tick the checkboxes in this message settings section. For the checkboxes under the section called 'Remember Answers For', you will also need to provide the answer that should automatically be assumed to have been given.

3) Log File Settings: xl-IQ creates a log file within the xl-IQ folder to record important steps and commands that are run while an Exercise is progressing. This log information is not essential, but can be very useful if a problem occurs while an Exercise is running. The default settings in this section are to create a 'Very High' detail log file, although once it exceeds 4MB in size, it will be overwritten on the next Exercise load.

It is recommended that you keep these settings at these default log file choices. However, if your computer is experiencing speed problems while Exercises are running, then you can always try reducing this log file detail and see if this solves your problem.

8. The xl-IQ Shortcut Keys Dialog Box

On the xl-IQ Menu there is a command called 'xl-IQ Shortcut Keys', which you can use to open the xl-IQ Shortcut Keys dialog box, with a similar command on the xl-IQ Toolbar. This dialog provides information about the keyboard shortcuts that you can use while an Exercise is in progress:

xl-IQ | Search: [] | Contents [] | Exercises: Select | Courses: Select | Unfinished: Select []

xl-IQ Keyboard Shortcuts

While an xl-IQ Exercise is being run you can use the following Keyboard Shortcuts in order to control how the Exercise will run, as well as quickly jump around within it:

While an Exercise is Actively Running

Key:	Effect:
S	Skip Current Audio Clip
Right Arrow	Toggle Fast Forward Mode ON/OFF
Up Arrow	Increase xl-IQ Audio Volume (no effect on PC Volume)
Down Arrow	Decrease xl-IQ Audio Volume (no effect on PC Volume)
Any Other Key	Pauses Exercise (displays Pause Dialog Box)

While Exercise is in Pause Mode (Pause Window Displayed)

Key:	Effect:
ENTER or ESC or P or R	Resume Exercise from Chosen Position
S or T	Terminate Exercise
O	Reset Position to Original Position when Exercise was Paused
X	Explore the Workbook (if currently possible)
Left Arrow or Up Arrow	Back 1 Step
Shift + Left Arrow	Back 1 Part
Ctrl + Left Arrow	Back 1 Chapter
Right Arrow or Down Arrow	Forward 1 Step
Shift+ Right Arrow	Forward 1 Part
Ctrl + Right Arrow	Forward 1 Chapter
Alt + Arrow Direction	Move Excel Dialog Box (if one is currently visible)

Close

This dialog box is broken down into 2 sections, with the 1st section detailing the special keys that you can use while the Exercise is running (as explained earlier in Section 4.3), and the 2nd section detailing the shortcut keys that you can use when the Pause dialog box is displayed (as explained earlier in Section 5).