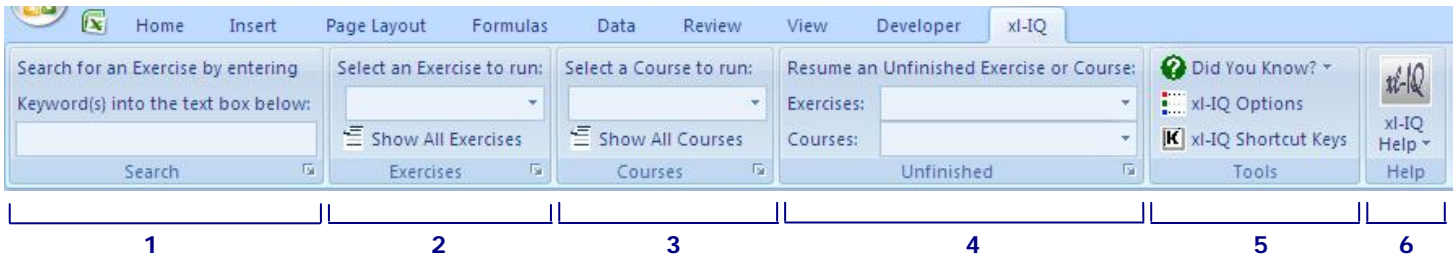




User Guide

1. The xl-IQ Ribbon Tab

Once xl-IQ has been successfully activated, a new Ribbon Tab will be displayed within Excel's normal Ribbon interface, which allows you to access all of the functionality included within the xl-IQ 2007 application.



1. **Search Group:** Type in a few keywords for the feature that you wish to know about, and xl-IQ will search for the appropriate Exercise(s), where you just need to press ENTER to launch the search request. The dialog button on the bottom right of this Group will allow you to open the xl-IQ Exercises and Courses dialog box to review any existing Search Criteria.

2. **Exercises Group:** The dropdown control will show all of the available Exercises, allowing you to quickly launch an Exercise by just selecting it within the dropdown list, where a short description will be shown within the Supertip for each Exercise list item.

However, if you would like to know more about each Exercise before choosing which one to run, then please click on the 'Show All Exercises' button below this dropdown in order to open up the xl-IQ Exercises and Courses dialog box with the Exercises Tab selected, where the dialog button on the bottom right of this Group will do this as well.

3. **Courses Group:** The dropdown control will show all of the available Courses, allowing you to quickly launch a Course by just selecting it within the dropdown list, where a short description will be shown within the Supertip for each Course list item.

However, if you would like to know more about each Course before choosing which one to run, then please click on the 'Show All Courses' button below this dropdown in order to open up the xl-IQ Exercises and Courses dialog box with the Courses Tab selected, where the dialog button on the bottom right of this Group will do this as well.

4. **Unfinished Group:** This Group contains 2 dropdown controls, where the Exercises dropdown will show a list of all the Exercises that you have started, but not yet completed, while the Courses dropdown will show a similar list for any unfinished Courses. This allows you to quickly resume an Exercise or Course from where you last left off, by selecting it within the appropriate dropdown list, although if you were to launch an Unfinished Exercise or Course using another method, then you would be asked whether or not you would like to resume from where you left off.

The dialog button on the bottom right of this Group will open the xl-IQ Exercises and Courses dialog box with the Unfinished Tab selected, allowing you to see a similar list of Unfinished Exercises and Courses.

5. **Tools Group:** This Group contains 3 features that you can access:

- The 'Did You Know?' dropdown button will allow you to either launch the 'Did You Know?' feature, or otherwise adjust its underlying settings, such as whether or not to show at start-up, as well as to set your current Experience Level. This feature provides a sample of interesting topics and related Exercises that might interest you, given your chosen Excel Experience Level.
- The xl-IQ Options button will open the xl-IQ Options dialog box, allowing you to set the audio volume, as well as choose which of the xl-IQ prompts to ignore or auto-answer.
- The xl-IQ Shortcut Keys 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.

6. **Help Group:** This Group includes a few useful links that you can use in order to learn more about xl-IQ, where this includes showing the About xl-IQ dialog box in order to see contact details as well as which version you have installed, as well as links to the xl-IQ User Guide and End User License Agreement.

It also provides a method for changing your xl-IQ Product Key, for example if you wish to upgrade a demo License to a Full License, as well as a link to the xl-IQ Uninstaller should you wish to completely remove xl-IQ from your computer.

2. Finding the Appropriate Exercise or Course

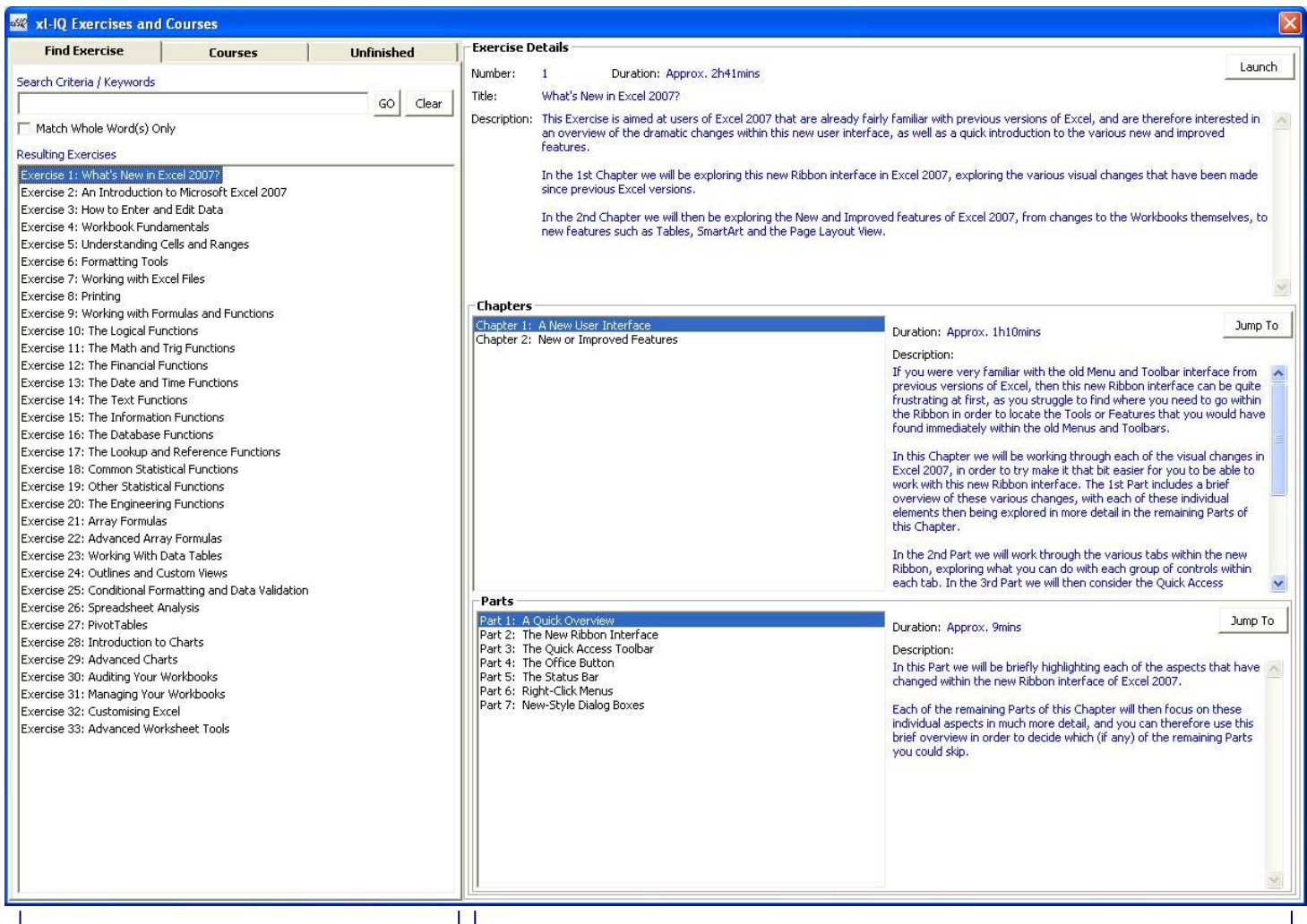
The xl-IQ Ribbon Tab provides a few different ways of finding the xl-IQ Exercise or Course that you wish to explore.

The quickest and easiest of these is to use the Exercise or Course Dropdown controls (as illustrated in Section 1 above), although this assumes that you already know which Exercise or Course you wish to explore, or can tell enough from the titles and supertips shown when you hover your mouse over the appropriate list item.

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 xl-IQ Exercises and Courses dialog box by using any of the following 5 methods:

- typing in keywords within the 'Search' text box within the Search Group
- the Dialog Button at the bottom right of the Search Group
- the 'Show All Exercises' or Dialog Button within the Exercises Group
- the 'Show All Courses' or Dialog Button within the Courses Group
- the Dialog Button at the bottom right of the Unfinished Group



Find Panel

Details Panel

2.1. The Find Panel

Most of the time when you 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 1: What New in Excel 2007?' 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 'A New User Interface', and the other called 'New or Improved Features'.

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. You can therefore see that there are 7 Parts within this selected Chapter.

To the right of this Parts list box are the duration and description for the Part that is currently selected, which means that in the above example snapshot this would be for the 1st Part of the 1st Chapter, that of 'A Quick Overview'. If you wanted to see the details for any other Part of this 1st Chapter, then you would just need to select the corresponding item within the Parts list box.

In order to see the Parts available within the 2nd Chapter, you 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 Ribbon Tab 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, with 'lookup functions' entered in the search criteria. The search results list 'Exercise 17: The Lookup and Reference Functions (100%)' as the top result. The 'Exercise Details' panel on the right shows the following information:

- Number:** 17
- Duration:** Approx. 2h06mins
- Title:** The Lookup and Reference Functions
- Description:** The Functions within Excel's 'Lookup and Reference' Function Category include a number of very useful Functions that allow you to Lookup Data within Ranges in your Workbooks, as well as finding out useful Information about any chosen Ranges. These Functions are very powerful, but when 2 or more are used in combinations, you will be able to do even more complex Lookups. The last Chapter in this Exercise introduces these concepts, exploring a few Advanced Lookup Formulas. Each of these Text Functions will be explored using an Example from the Exercise Workbook, which you can Explore throughout the Exercise if you wish to examine the Example Formulas in more detail.

The 'Chapters' section lists:

- Chapter 1: Range Functions (Duration: Approx. 54mins)
- Chapter 2: Lookup Functions (Selected)
- Chapter 3: Other Functions
- Chapter 4: Advanced Lookups

The 'Parts' section for Chapter 2 lists:

- Part 1: Introduction (Selected, Duration: Approx. 2mins)
- Part 2: The ADDRESS Function
- Part 3: The OFFSET Function
- Part 4: The MATCH Function
- Part 5: The CHOOSE Function
- Part 6: The INDEX Function
- Part 7: The LOOKUP Function
- Part 8: The HLOOKUP Function
- Part 9: The VLOOKUP Function
- Part 10: The INDIRECT Function

In this example we have typed in just the two keywords 'lookup' and 'functions' 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 all the Exercises that contained topics relating to the keywords 'lookup' or 'functions'. 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 this example search above, Part 1 of Chapter 2 within Exercise 17 entitled 'The Lookup and Reference Functions' returned a 100% score based on both these 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 all Parts in Chapter 2 and Chapter 4 within this Exercise have a score of 100%, as these Parts all contained topics relating to both search keywords, while all Parts within Chapter 1 and Chapter 3 have a score of 50%, as the topics covered within these Parts only related to 1 of the search keywords.

Exercise 22 on Advanced Array Formulas also returned a 100% match for these 2 words, as at least one part within it matched both of these search criteria, although this Exercise appears in collapsed form as only the first Exercise with the highest matching score is shown in detailed view to begin with, but you can easily change this by using the + buttons down the left hand side. All the other Exercises shown below have only returned a 50% score, as they only contained 1 of these search keywords, although there will also be a number of Exercises not shown at all as they did not relate to any of these search keywords.

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

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:

The screenshot shows a software interface titled "xl-IQ Exercises and Courses". It has three tabs at the top: "Find Exercise", "Courses" (which is selected), and "Unfinished". Below the tabs are buttons for "Launch Course" and "Jump Into". The main area is split into two panels. The left panel, "Available Courses", shows a tree view of courses. "Course 2: Excel Fundamentals" is selected and highlighted in blue. The right panel, "Course Details", shows information for the selected course: Number: 2, Title: Excel Fundamentals, and Description: This Course is aimed at fairly new Excel users, and is comprised of 3 Beginner to Intermediate Exercises. The description continues with details about the course content, including formatting options, working with Excel files, and template files.

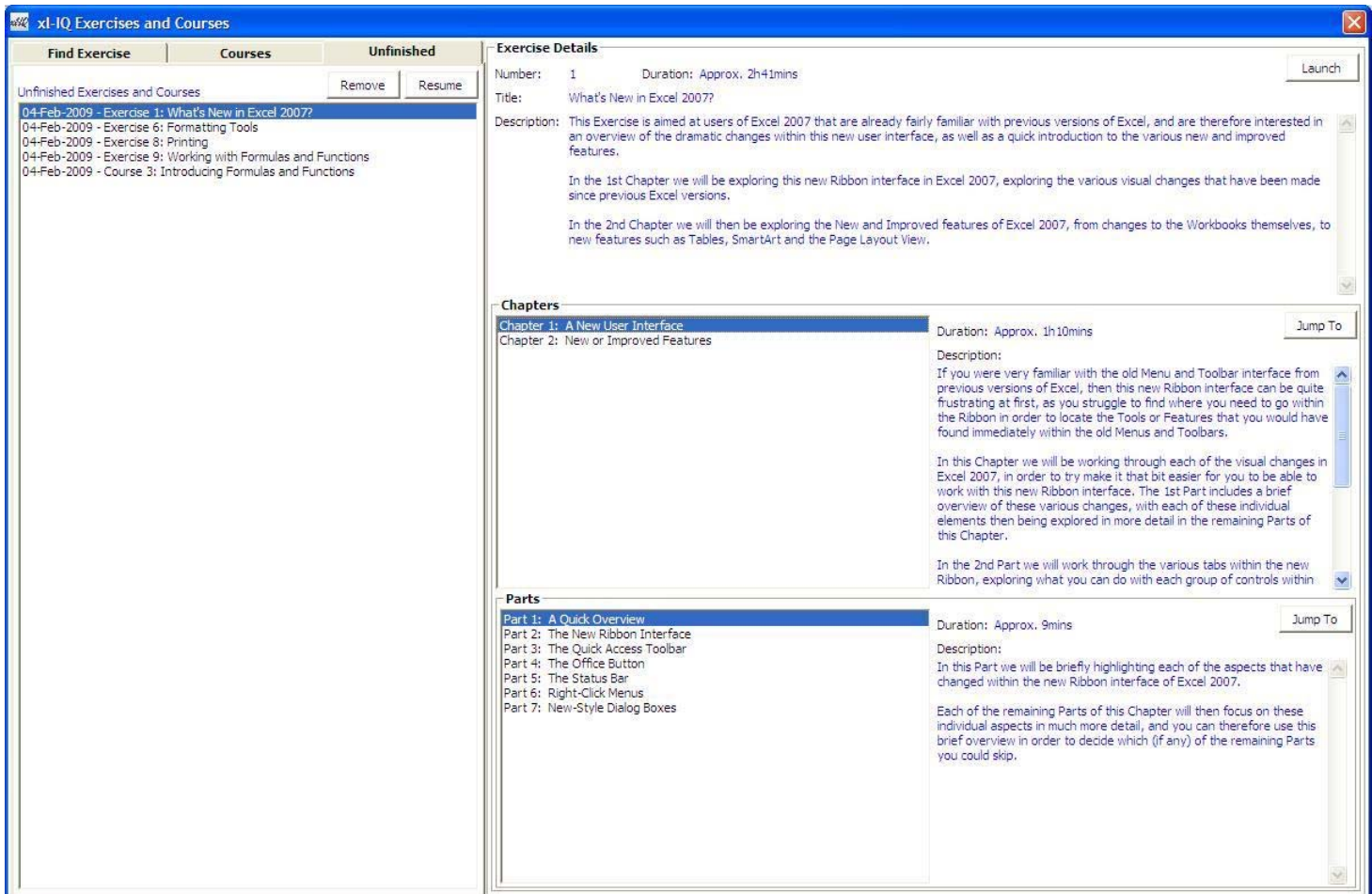
Each Course comprises of a group of Exercises that fit together within that chosen topic or area. In this above example we have selected 'Course 2: Excel Fundamentals' within the Final Panel, and can therefore see that this Course is made up of 'Exercise 6: Formatting Tools', 'Exercise 7: Working with Excel Files' and 'Exercise 8: 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 the above example snapshot you should be able to see that Exercises 1, 6, 8 and 9 are shown within this unfinished list, along with Course 3. 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, which might help you to remember why you initially ran this Exercise or Course, and can help you to 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.

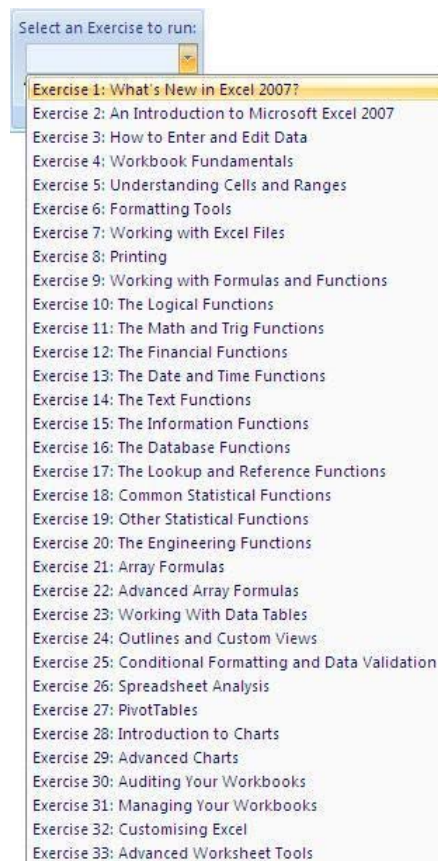
The easiest method is to just use the 'Exercise' dropdown control on the xl-IQ Ribbon Tab, where you just need to select the desired Exercise from the dropdown list shown when you click on the dropdown arrow on the right of this control:

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, or the supertip shown when you hover your mouse over any of these Exercise list items.

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, or just Double-Clicking on the Chapter or Part title within the corresponding Chapters or Parts list box



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, or list box you double-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.



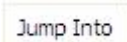
The easiest method is to just use the 'Course' dropdown control on the xl-IQ Ribbon Tab, where you just need to select the desired Course from the dropdown list shown when you click on the dropdown arrow on the right of this control:



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, or the supertip shown when you hover your mouse over any of these Course list items.

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.

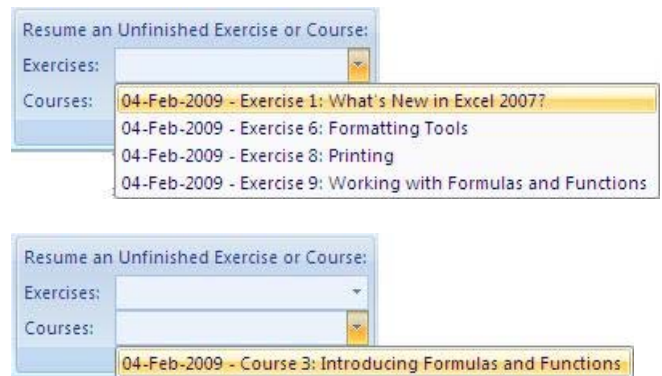
No matter which option you choose, the Course will continue until it has reached its natural end, that being the end of the last Exercise included within the Course.

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.

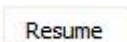
The easiest method is to just use the 'Exercises' or 'Courses' dropdown controls within the Unfinished Group of the xl-IQ Ribbon Tab, where you just need to select the desired item from the corresponding dropdown list shown when you click on the dropdown arrow on the right of these controls:

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 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 3):

The screenshot shows the 'Exercise Display' window for 'Exercise 3: How to Enter and Edit Data'. It is divided into four numbered sections:

- 1**: A text area containing instructional text. The current audio clip is highlighted in light purple. Above it, a green bar indicates 'Part 2: Entering Data' and 'Step 1: Entering a Label'. Below the text, a blue bar highlights the instruction: 'Firstly, let's add a Text label 'Total' to the top of this column. In order to do this all we need to do is select the cell and start typing, and once we have finished typing the text we just need to press the ENTER key in order to exit the editing mode and store this new text within the cell.'
- 2**: A 'Key and Mouse Ticker' showing a sequence of key inputs: 'T', 'O', 'T', 'A', 'L'. The first 'T' has a small 'S' below it. To the right, a red box highlights the ENTER key being pressed.
- 3**: A row of key indicators: '↑Shift', 'Ctrl', and 'Alt'. The '↑Shift' indicator is highlighted in red.
- 4**: A time remaining indicator showing 'Approx. 32mins 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.

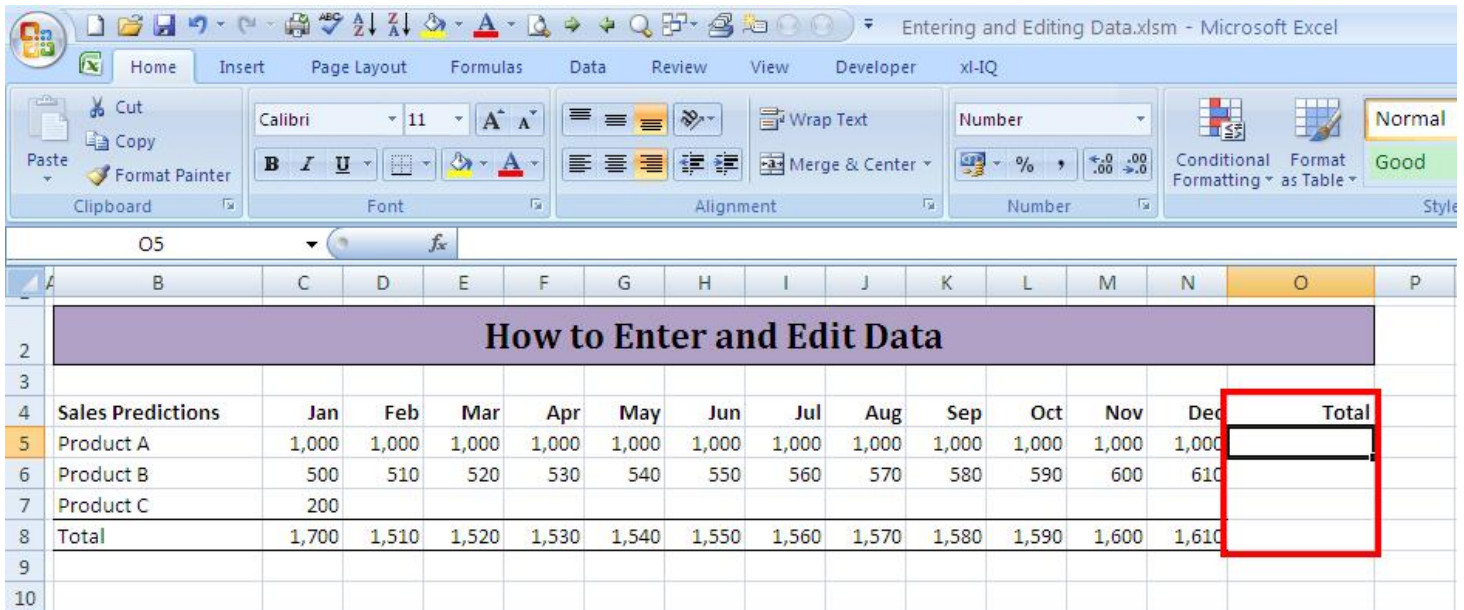
On the right of the control is the current action section, where any current key inputs are shown with a red background, for example the ENTER key that is currently being pressed within this snapshot. Other indicators within this section are the SHIFT, CTRL, ALT and MOUSE BUTTON indicators, which will 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 this 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 this 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 the above snapshot a Highlight Rectangle appears above the Worksheet Range from Cell O4 to Cell O8, 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 Ribbon controls, 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.

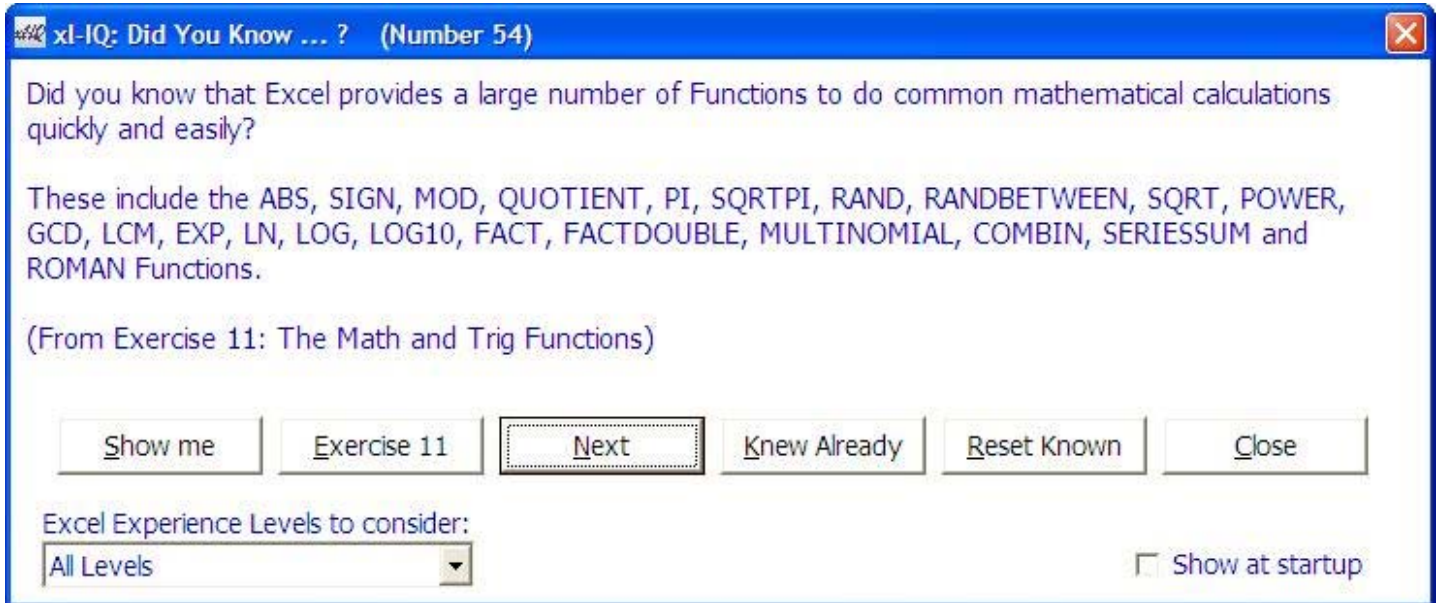
When you wish to resume the Exercise where you left off, then you just need to click on the PLAY button, although please note that any changes that you have made during your experimentation will be discarded when you resume the Exercise. If you wish to keep a copy of any changes that you have made, then 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? Feature

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, or the corresponding setting within the 'Did You Know?' control within the xl-IQ Ribbon Tab.

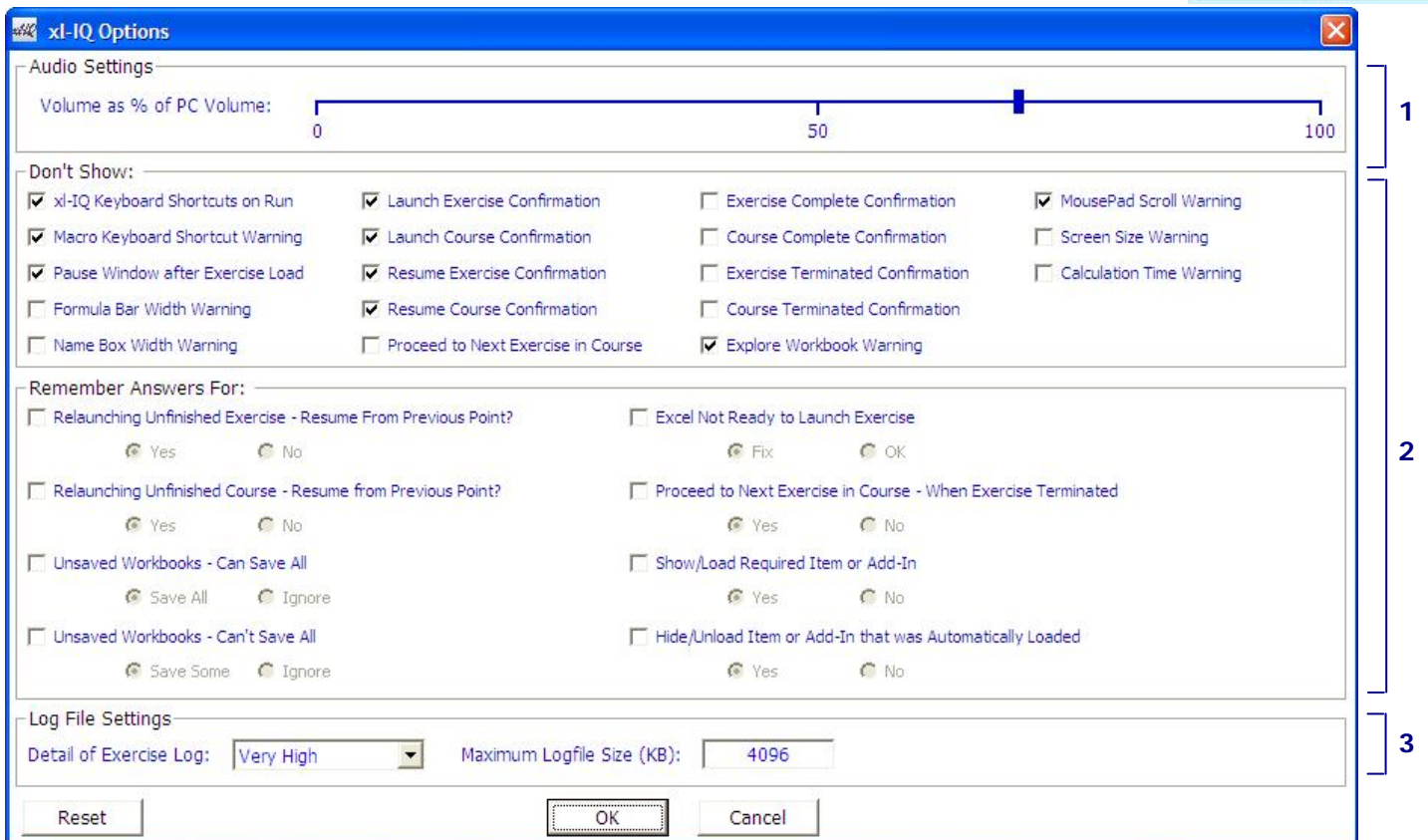
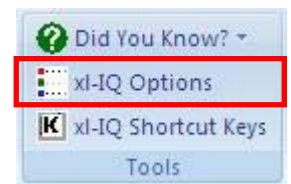
You can also open this dialog box by using this Ribbon control, where this Dropdown will also allow you to modify a few additional settings that are also show within the Did You Know? dialog box:



- 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 this 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

Within the Tools Group of the xl-IQ Ribbon Tab there is a button called 'xl-IQ Options', which you can use to open the xl-IQ Options dialog box, allowing 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.

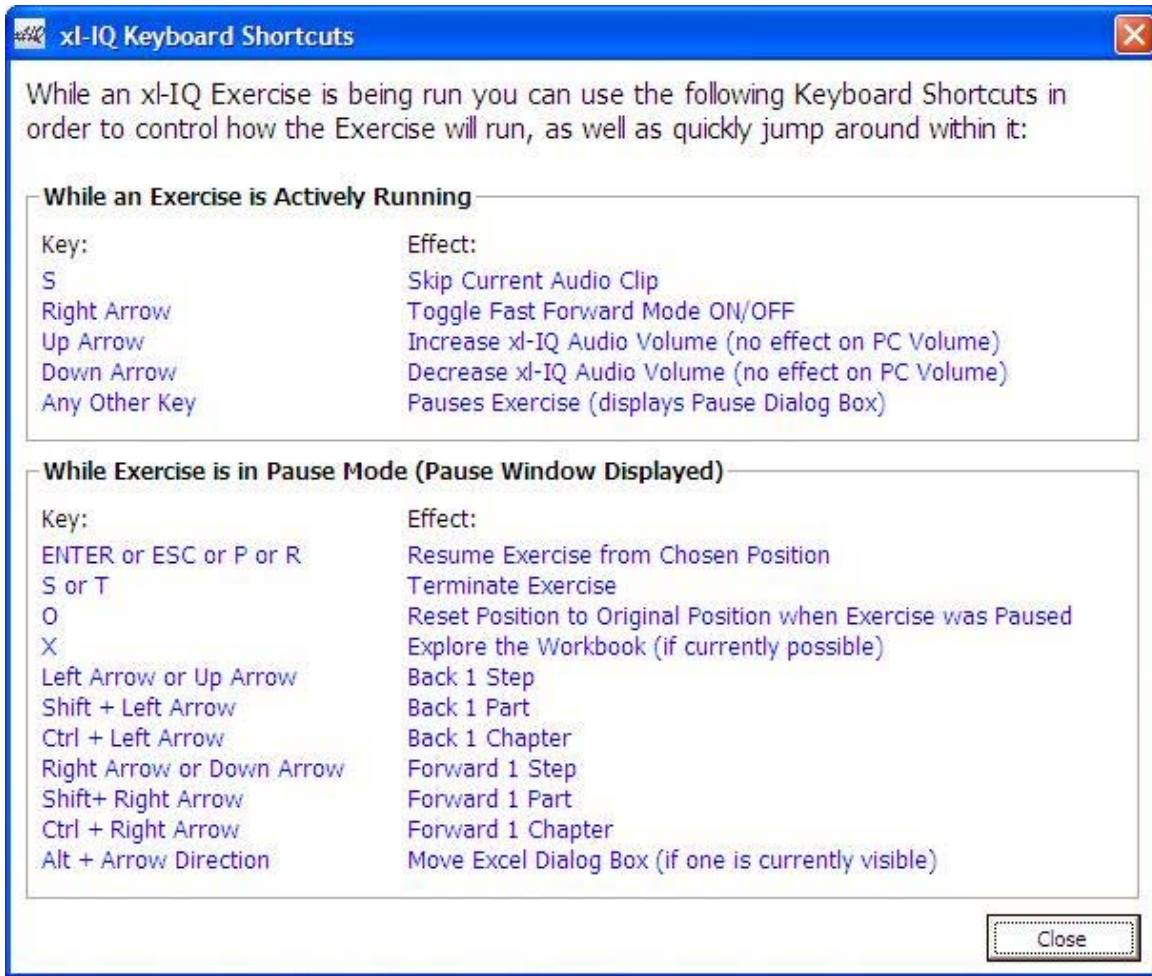
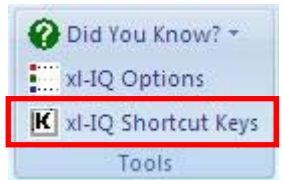
These checkboxes will reflect any 'don't show again' choices that you have made when messages were displayed on screen. You can therefore either wait until messages are displayed on screen, and then choose which ones you don't want to see again, or you can manually tick the checkboxes in this message 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

Within the Tools Group of the xl-IQ Ribbon Tab there is a button called 'xl-IQ Shortcut Keys', which you can use to open the xl-IQ Shortcut Keys dialog box, where this dialog box provides information about the keyboard shortcuts that you can use while an Exercise is in progress:



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).