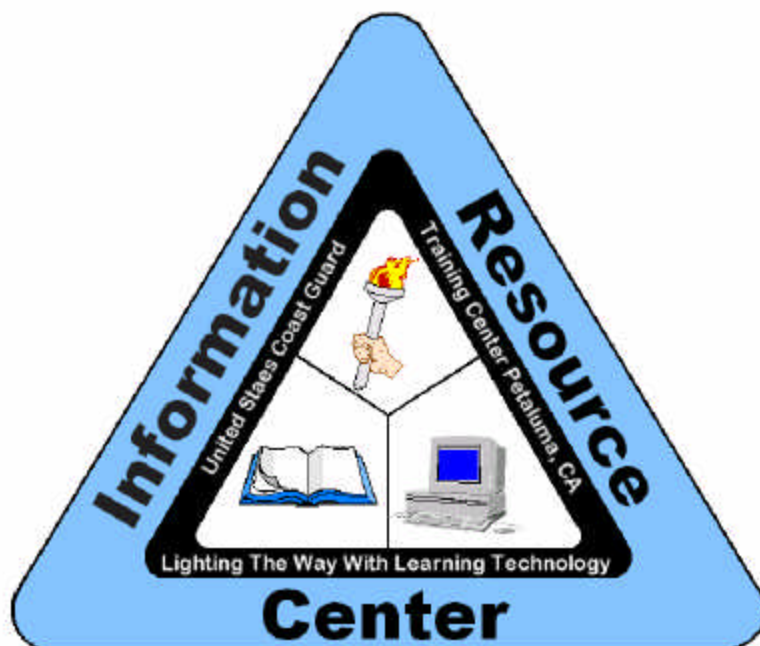# SWIII Basic Training

Student Workbook

Information Resource Center
Training Center Petaluma

Table of Contents

Welcome

Introduction

Welcome to SWIII Migration training. This training is designed to give you an introduction to the SWIII and some of its applications.

Course Objectives

The objective for the end user training is:

> **Given a SWIII and SWIII basic level training, the end user will begin to produce outputs on the job in accordance with established guidelines.**

The objective is accomplished through the completion of the nine enabling objectives included in this workbook. By completing the enabling objectives, you will demonstrate that you have completed the course objective.

Teaching Approach

The training is facilitated, self-paced learning utilizing CBT, on-line help and books. Each person can use the learning materials in the fashion that best suit their needs and work through the exercises at their own pace. If assistance is needed the facilitator is there to help, but the training is not instructor led.

This strategy is designed to accommodate all skill levels among the learners. Some will finish very quickly, while others will take longer. However, everyone is asked to complete all the exercises. This will help ensure that everyone has the same basic level of skills.

Once the training is complete, people are welcome to continue utilizing the learning materials. The books provided can easily double as Jobaids.

The training is sequenced so that each lesson builds on the previous lesson. This means that, for the most part, the exercises at the beginning are prerequisites for the later exercises. The skills from one lesson may not be applied in the very next lesson, but will apply to a later lesson.

About this Workbook

All the lessons in this workbook are presented in the same way. Each has an objective, prerequisite skills, and recommend learning resources.

All computer files mentioned in this workbook can be found in the **Student Data** folder. On site participants can locate the Student Data Folder under the **Start Menu, Programs, Tracen Apps, Shortcut to SWIII Training.** If you downloaded this course from the Web, all of the files you will need should have been included in the download.

Throughout the workbook the following typographical conventions are used:

Folder and file names are in bold face.

`Text to be entered by the learner is in Courier.`

Menu items are in italics

Buttons to click are ***bold italics***.

Jobaids

All Jobaids referenced in the workbook will be distributed to each learner. Copies of the Jobaids can also be found at the IRC's web pages at http://www.uscg.mil/hq/tcpet/irc/ or http://cgweb.tcpet.uscg.mil/ltc/

Learning Materials

There are several types of learning materials that you can use during the training. For on site participants these include CD-ROMs, videos, and several books. Web based participants will have to rely on the materials included in the Instructional Materials download. If you can not locate an item, please contact the facilitator or IRCHelp

Using Help

Perhaps the most valuable resource you have when using Microsoft Office is the help system. For questions about the Office applications, Help will usually give the answer you are looking for. For the Word and Outlook exercises most of the information you need to complete the exercise is available using Help.

Getting Help

Help with SWIII

As you work with the new SWIII you will no doubt need help. The first place you should look for help is the on-line help system. Microsoft Office and Outlook have very comprehensive Help systems that are easy to use. This is known as the Office Assistant. For most of your questions or problems the Office Assistant will be able to provide you with the answer.

Other programs such as JetForm Filler also have help systems available. While they may not be as user friendly as the Office Assistant, they do offer some good information.

Information Resource Center

When Help is unable to solve your problem you can turn to the Information Resource Center (IRC) at training Center Petaluma. The staff is trained in all the Office programs.

When you have a question that Help can not answer you should call, e-mail or phone the IRC at (707) 765-7523 any time the IRC is open, including evenings and weekends. IRC hours are posted on the web page. On the WWW at: http://www.uscg.mil/hq/tcpet/irc or on the Coast Guard Web at http://cgweb.tcpet.uscg.mil/ltc/

If you have questions that do not require immediate, assistance you can e-mail questions to **IRCHelp**. To do this simply open a new mail message in Outlook and enter **IRCHelp** in the **To:** field of the e-mail. The IRC staff will respond to your e-mail as soon as possible.

Summary

To summarize, your resources for getting additional help are:
- Online help functions
- Course Modules (SWIII Training Program)
- IRC-at (707) 765-7523
- IRC Web Pages http://www.uscg.mil/hq/tcpet/irc or http://cgweb.tcpet.uscg.mil/ltc/
- IRCHelp e-mail

System Administration (Hardware or Software problems)

When you have a known hardware or system problem you should contact your Systems Administrators.

Before You Can Continue

On Site Participants   On site participants should have been provided the course modules and all of the training materials necessary. If you should discover there is a reference missing, please notify the facilitator.

You will need to copy the **Student Data Directory** onto your U:/ drive from the **SWIII Training Folder,** located on Petaluma01/Users1.

The facilitator should assist you with accomplishing this task.

Web Based   Web based participants will need to download the **SWIII Basic Training**
Participants.   **Package** and unzip it to the Student Data Folder on their U:/ Drive. The download attempts to perform this function automatically, and has probably already been accomplished if you are reading this book. If not, please refer to our web page at http://cgweb.tcpet.uscg.mil/ltc/jobaids.htm or http://www.uscg.mil/hq/tcpet/irc/jobaids.htm for the files and instructions on how to install them.

For more help please contact the Information Resource Center at (707) 765-7523 or e-mail IRCHelp.

Exercise 1: Overview of Windows NT

Introduction	The section is designed to familiarize you with the basics of the Windows NT interface and how to use the learning materials. The material in this section is a prerequisite for the rest of the exercises.
Objective	Users will be able to manage and access files using Windows NT 4.0 on a SWIII by completing the enabling objectives.
Enabling Objectives	By completing this task users will be able to: • Log on to a SWIII • Create a folder • Copy a file from one folder to a different folder. • Use a mouse to execute commands
Evaluation	Successful completion will be demonstrated by the creation of a folder called **Training Folder** in your directory and copying a file from the **SWIII Training** folder into your Training Folder.
Prerequisite Skills	None
Getting Started	Before you begin: **On Site Participants:** You must have already copied the Student Data Folder to your U:/ Drive. (Ask the facilitator for assistance). **Web Based Participants:** You must have downloaded and unzipped the Student Data Package to the Student Data folder on your U:/ drive. (For assistance please see the "Before You Continue" page of this book).
Recommended Resources	• Online Help • User Startup Kit for Windows NT 4.0 • SWIII Training Program Windows NT 4.0 Module 3 of 3 • SWIII Jobaids Booklet On Site Participants • Windows NT 10 Minute Guide - Lesson 1,2, 8, 9, 11, 12, 18 • Using Windows NT 4.0 - Chapter 2, 3, 6, 20 • ISI CD-ROM - NT 4.0 Fundamentals Lessons 1-4 • Microvideo Windows NT 4.0
Tasks	1. In your (U:\) drive, create a folder called **Training**. 2. **COPY** the file **memo** from the **Student Data Folder** into your **Training** Folder. When you are done you should have a folder on your U:\ drive named

Training and a file within the training folder called **memo**.

Exercise 2: Using Help Files and Printing

Introduction

This exercise is designed to give you practice in accessing help files and using Help Wizards (How to and Show me) in the Windows environment. It will also show you how to connect to a printer.

Objective

Given a SWIII and the embedded help system, users will be able to connect to a printer and print a document.

Enabling Objectives

By completing this task the user will be able to:
- Use Help to set up a new printer
- Print a help file (using the help file to do it!)

Evaluation

A printed document containing the instructions on how to connect to a printer.

Prerequisite Skills   None

Recommended Resources

- Online Help
- User Startup Kit for Windows NT 4.0
- SWIII Training Program Windows NT 4.0 Module 2 of 3
- SWIII Jobaids Booklet
               On Site Participants
- Windows NT 10 Minute Guide - Lesson 5
- Using Windows NT 4.0 - Chapter 4
- User Startup Kit for Windows NT 4.0

Tasks

Using the **Recommended Resources** and **Help** complete the following tasks:
1. Use the Online Help Functions to find information on how to set up a new printer.
2. Connect to the IRC printer - \\Petaluma03\IRC.
   Web based participants: You will need to determine the location and printer names nearest your workstation. Contact your Systems Administrator or supervisor for more information.
3. Print the help topic by clicking *Options* and selecting *Print Topic*.

You should now have a printed copy of the help topic on how to set up a new printer.

Exercise 3: JetForm Filler

Introduction	The goal of this exercise is to get you acquainted with JetForm Filler and enable you to produce and save completed forms. JetForm Filler replaces Forms Plus and Forms Menu. Most forms used by the Coast Guard are available in JetForm Filler.
Objective	Users will fill out a form in JetForm Filler, save the form data, and then print the form.
Enabling Objectives	By completing this task users will be able to: • Open Jetform Filler • Locate and open a blank form • Fill form data fields • Save form data • Print a form
Evaluation	Users will have a printed form and a saved JetForm file in their Training Folder.
Prerequisite Skills	Familiarity with USCG Forms
Recommended Resources	• JetForm Filler Jobaid (SWIII Jobaids Booklet) • JetForm Online Help <u>On Site Participants:</u> • JetForm Filler Companion CD-ROM
Tasks	Using the **Recommended Resources** complete the following tasks in JetForm Filler: 1. Complete a **Procurement Request Form DOT 4200.12** in JetForm Filler. 2. To complete the form, use the information from the sample on the next page. Use your name in the first block. 3. When you are done filling out the form name and save the form as **JetForm.dat** in your training folder. ***NOTE: JetForm will only accept file names up to 8 characters long***! 4. Print the first page of the form.

READ INSTRUCTIONS ON PAGE 2   PAGE 1 OF 1   PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST
PROCESS RAPIDLY

9000-98

980000

TC1 I.B. Learning

A   ☒   NEW REQUEST

Tracen Petaluma

B   ☐   CHANGE TO PENDING PR NO.

800 Salty Ave
Ocean Beach, CA
94000-5000

C   ☐   MODIFICATION TO CONTRACT OR ORDER NO.

5. APPROVALS

I.Will Sign   IRC

(If "YES" see par. 6 of Instructions on page 2)

6. DESCRIPTION OF ITEM OR SERVICES

		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00

TOTAL

$0.00

	PROJECT	ACCOUNTING AMOUNT
Z J	Z1	
Z J	Z1	
Z J	Z1	

FORM DOT F 4200.1.2 CG (Rev. 2-94)
PREVIOUS EDITIONS ARE OBSOLETE

Sample Jet Form

Exercise 4: Outlook - Sending and Receiving Mail

Introduction	The goal of this section is to introduce you to Outlook and e-mail in Windows NT. In this exercise you will create an e-mail message, attach your Procurement Request form to the e-mail, and then mail it to the facilitator. You will also reply to an e-mail.

Objective	Using Outlook on a SWIII users will:

1. Read and reply to an e-mail message.
2. Send e-mail using Outlook with an inserted (attached) file..

Enabling Objectives	By completing this task users will be able to:

- Read e-mail
- Reply to e-mail
- Create an e-mail message
- Look up names in the Global Address List
- Insert the file into an e-mail message
- Send an e-mail message and inserted file

Evaluation	Successful completion will be based on the facilitator receiving the reply e-mail and another e-mail with an inserted file.

Prerequisite Skills	None

About the Outlook Inbox	Before you begin using Outlook, there are a few things you must do to configure the program. The **User Startup Kit for Windows NT 4.0** walks you through the process of configuring Outlook. All users must follow the set up instructions in chapter 3. The main reason for this is to ensure that your mail is delivered to the correct Inbox and backed up with your files.

All users have two Inboxes as shown in the illustration below. One Inbox is on the mail server (Exchange server) under **Mailbox- Username.** The other is with your user files under **Archive Folders** or **~Messages** (it may appear as either) . By default Outlook is setup to deliver mail to your Inbox under Mailbox- Username on the mail server.

The User Startup Kit for Windows NT 4.0 will show you how to transfer e-mail to your other Inbox stored with your user files.

This is important because if the mail server crashes all messages in the inbox that were received since the last back up will be lost.

Configuring Outlook	If you have not done so already, complete the Windows NT 4.0 Users Startup Kit.
Recommended Resources	• Online Help • User Startup Kit for Windows NT 4.0 • SWIII Training Program Basic Outlook 98 On Site Participants • User Startup Kit for Windows NT 4.0 • 10 Minute Guide to Outlook 97 Lessons 1-5, 8, 10 (attaching items to messages) • ISI CD-ROM - Outlook Introduction Lessons 1-5

About the Global Address List

In Outlook, the Global Address List lists every member of the Coast Guard as well as distribution lists. When looking up names in the Global Address List those with a globe to the left of the name and the unit in brackets to the right of the name are CTOS mail address listings. An example is given below.

Murray, PO J <tcpet>   (707) 765-7523

Personnel from units that are migrating will be listed twice in the Global Address List. One listing is their CTOS address, the other is their new SWIII address listing. When sending mail to the facilitator **do not** use the CTOS mail address. You should use the SWIII listing, as shown in the example below.

Murray, John PO   707-765-7523   225 JNB

Tasks-Sending Mail

Use the **Recommended Resources** to complete the following tasks in Outlook:

1. Create a new e-mail message and use the Global Address List to address it to the IRC Help Desk
2. Enter `Outlook Task 1` as the subject.
    Note: The subject line must be entered EXACTLY as it appears here or you will not receive a response.
3. Insert the Procurement Request created in the previous exercise.
4. Send the e-mail and the inserted file to the IRC Help Desk.

When you are done you will have inserted a file into a mail message and sent the message to the IRC.

Exercise 5: Word - Basic Formatting

Introduction	This exercise is designed to get you acquainted with Word 97. In this exercise you will open a file, spell check, save and print the document. This exercise introduces you to some basic formatting functions in Word.
Objective	Using the example, the user will be able to format a document in Word.
Enabling Objectives	By completing this task users will be able to: • Apply font formatting • Apply paragraph formatting • Adjust the document margins • Clear and set tabs • Spell check • Save the document
Evaluation	Successful completion will be based on the user's document having the same formatting as the sample document.
Prerequisite Skills	• Know how to insert files in mail messages • Know how to name files • Know how to print
Recommended Resources	• Online Help (Office Assistant) • SWIII Training Program Basic Word 97 <u>On Site Participants</u> • 10 Minute Guide to Word 97 Lessons 1-5, 9-10, 14-15 • Using Microsoft Word 97 Chapters 1-6, 9-10 • ISI CD-ROM - Word Introduction Lesson 1 • Microvideo Segments 1-3

Tasks   Use the **Recommended Resources** to complete the following task in
                                 Word:

1. From your Training folder, open the **memo** file and reformat the
   document according to sample document on the next page.
2. Save the document in your Training Folder. Name the file
   `Trainingmemo`.
3. Print and close the document.
4. Using Outlook, e-mail the document as an attachment to the IRC Help
   Desk with the subject: `Word Task 1`
   Note: The subject line must be entered EXACTLY as it appears here
   or you will not receive a response.

When you are done you will have a printed document that is formatted the
same as the sample and will have mailed a copy to the IRC Help Desk.

Example of the completed Training Memo

5-Jul-98

From: Commanding Officer, Coast Guard Training Center
To: Commanding Officer, Coast Guard Training Quota Management Center
Via: Commander, Coast Guard Group New Orleans
          Commander, Eighth Coast Guard District (a)

Subj: REQUEST FOR TRAINING

Request two quotas for the *Senior Petty Officer Leadership Management* **(SPOLAM)** course convening in two months and the *Prospective Commanding Officer/Executive Officer (PCO/PXO)* course convening in three months.

The Senior Petty Officer course provides theory and practical training in the following disciplines: interpersonal communications, interviewing and counseling, power and authority, leadership styles, group dynamics, critical path method, time management, and problem solving.

Upon the completion of the *Senior Petty Officer Leadership Management* course it is requested that BM1 Jones and QM1 Michael be enrolled in the Prospective Commanding Officer/Executive Officer (PCO/PXO) course. This course prepares officers and senior petty officers for command at sea. The course includes classroom, lab, case studies and practical instruction in ship handling, rapid radar plotting and radar collision avoidance, military justice, stability, and public affairs. Instruction in search and rescue, law enforcement, and helicopter operations is also provided during the three-week course.

Enclosed are CG-5223's for BM1 B. A. Jones and QM1 M. J. Michael.

R. THOMAS

Encl.: CG-5223 for BM1 Jones
       CG-5223 for QM1 Michael

Exercise 6: Word - CG Macros 97

Introduction

In this exercise you will create a standard Coast Guard letter using the CG Macros97 in Word 97. A Macro is simply used to enter information into a document in a predefined format. The macro will ask you questions, then format your responses on the page automatically.

This exercise will give you more practice using Word and will also introduce you to copying and pasting text from one document into another document.

Objective

Users will create, save and print a Coast Guard letter using the CG Macros97 in Word 97.

Enabling Objectives

By completing this task users will be able to:

- Create a new USCG Correspondence document using a CG Macro
- Work with multiple documents
- Copy and paste text between two documents

Evaluation

At the end of the exercise, you will have created a USCG Letter document, saved the document, printed the document, and e-mailed the document to the facilitator as an attached file.

Prerequisite Skills

- Opening Word
- Familiarity with USCG Correspondence

Recommended Resources

- SWIII Jobaids Booklet
- SWIII Training Program Basic Word 97
- Online Help (Office Assistant)
    On Site Participants
- 10 Minute Guide to Word 97 Lesson 3, 25
- Using Microsoft Word 97 Chapter 5
- Microvideo Segment 2

Tasks

To complete these tasks you will be copying and pasting text from the file you created in the previous exercise. Use the **Recommended Resources** to complete the following task in Word:

1. Open **TrainingMemo.doc** from the previous exercise.
3. Using the CG Macros97 Jobaid, open the **Basic Letter** Macro.
4. Use the "Example of a Macro Document" on the following pages to help you fill in the fields in the macro. When you get to the point where you

can type the letter, use the Copy and Paste commands to copy the body of the letter TrainingMemo, into the Basic Letter.

5. Continue following the Jobaids to complete the memo.
6. When prompted, save the memo as **TrainingCGLetter** into your **Training Folder**.
2. E-mail a copy of **TrainingCGLetter.doc** to the IRC Help Desk with the subject line **Word Task 2.**
    Note: The subject line must be entered EXACTLY as it appears here or you will not receive a response.

When you are done you will have a printed letter that looks like the example on page 18 and will have mailed a copy of the letter to the facilitator.

Example of document formatted by a Macro.

Commanding Officer   599 Tomales Rd   ◄————— **Name and**
Training Center Petaluma   Petaluma, CA 94952-5000   **Address Information**
United States Coast Guard   Staff Symbol: TCIRC
                                          Phone: 707-765-7523
                                          FAX: 707-765-7218

                                                      1510 ◄————— **SSIC**
                                                      1/1/99

From: Commanding Officer, Coast Guard Training Center
To: Commanding Officer, Coast Guard Training Quota Management Center
Via: Commander, Coast Guard Group New Orleans
        Commander, Eighth Coast Guard District

Subj: REQUEST FOR TRAINING

1. Request two quotas for the **Senior Petty Officer Leadership Management (SPOLAM)** course convening in two months and the **Prospective Commanding Officer/Executive Officer (PCO/PXO)** course convening in three months.

2. The **Senior Petty Officer** course provides theory and practical training in the following disciplines: interpersonal communications, interviewing and counseling, power and authority, leadership styles, group dynamics, critical path method, time management, and problem solving.

3. Upon the completion of the Senior Petty Officer Leadership Management course it is requested that BM1 Jones and QM1 Michael be enrolled in the Prospective Commanding Officer/Executive Officer (PCO/PXO) course. This course prepares officers and senior petty officers for command at sea. The course includes classroom, lab, case studies and practical instruction in ship handling, rapid radar plotting and radar collision avoidance, military justice, stability, and public affairs. Instruction in search and rescue, law enforcement, and helicopter operations is also provided during the three-week course.

4. Enclosed are CG-5223_s for BM1 B. A. Jones and QM1 M. J. Michael.

R. THOMAS

Encl.: CG-5223 for BM1 Jones
        CG-5223 for QM1 Michael

Exercise 7: USCG Pubs & Directives on CD-ROM

Introduction

The goal of this exercise is to introduce you to the USCG Publications CD-ROM and to introduce you to working with multiple applications.

In the previous exercise you copied text between two documents. The same process can be used to copy text between two applications.

The CG Pubs & Directives CD replaces volumes of text-based documents and is updated regularly. Information in the CD can be copied and pasted into other applications such as Word or the Notepad.

Often there is confusion about where the CD is located. The Pubs & Directives CD's are located on the Network at the Server, and can be accessed via the Start button on your task bar. You will not need to insert a CD into the CD Drive of your terminal. In fact, your terminal may not even have a CD Drive.

Objective

Given a SWIII with the CG Pubs program, the user will print out a one-page reference from a publication found on the CG Pubs CD-ROM.

Enabling Objectives

By completing this task users will be able to:
- Open the CG Pubs & Directives Program
- Locate a specific publication
- Find a specific reference in that publication
- Copy the reference
- Paste the reference onto an MS Word document
- E-mail the message to the facilitator

Evaluation

The facilitator will compare the finished document to the sample document.

Prerequisite Skills

None.

Recommended Resources

- SWIII Jobaids Booklet)Pubs & Directives Jobaid)

Tasks   Use the CG Pubs & Directives Jobaids to complete the following tasks:

1. Find and copy section 3-A (1-2) of the USCG Correspondence Manual COMDTINST M5216.4B and paste into a Word document.
7. Reformat the document to match the sample on the next page.
8. Save the document as **CGPub** in your Training Folder.
9. E-mail the finished document as an inserted file to the IRC Help Desk, with the subject line `CG Pubs`.
   Note : The subject line must be entered EXACTLY as it appears here or you will not receive a response.

When you are done you will have a document containing the publication section saved as CGPub in your Training Folder and will have sent a copy of the document to the facilitator.

Example of a Word document from CG Directives

 A. GENERAL.

1. Normal use. Normally, use a multiple-address letter when you have more than one action addressee but fewer than six. Except in its handling of addressees, the multiple-address is the same as the basic letter.

2. Variations. If you have fewer than six action addressees, separate basic may be used, but this individualized approach rarely justifies the added preparation. If you have six or more addressees, issue and instruction or notice.

Exercise 8: Outlook - Personal Address Book and Folders

Introduction	This exercise is designed to show you how to use the address book capabilities of Outlook.

Objectives	Upon completing this exercise learners will be able to: 1. Add names to their Personal Address Book from the Global Address Book 2. Create a Personal Distribution List. 3. Create folders for mail items.

Enabling Objectives	By completing this task users will be able to: • Access and use their Personal Address Book (PAB) • Create folders for mail items • Move mail items into folders

Evaluation	Successful completion will be based on the learner having added one name to the Personal Address Book and having created one Personal Distribution List. Learners will also have created a folder to organize mail items.

Prerequisite Skills	Knowledge of Outlook

Recommended Resources	• Online Help (Office Assistant) • User Startup Kit for Windows NT 4.0 • SWIII Training Program Basic Outlook 98 <u>On Site Participants</u> • 10 Minute Guide to Outlook 97 Lesson 7, 14 • ISI CD-ROM - Outlook Introduction Lesson 4

Personal Address Book

In this exercise you will need to access your Personal Address Book. To get to view personal Address Book follow these steps:

1. Open the Address Book.
2. Click the down arrow in the **Show names from** field
3. In the list that appears scroll up. The personal Address Book is above the Global Address, or may be located all the way at the bottom of the list. You may have to scroll down to locate it.

Tasks

Use the **Recommended Resources** to complete the following tasks in Outlook:

1. Add at least one person to your Personal Address Book from the Global Address List. You may use the name IRCHelp or perhaps a shipmate or supervisor in your workspace.
2. In your Personal Address Book create a distribution list including the names of the facilitators.
3. Send e-mail to your newly created Distribution list with the subject:
   Outlook Task 2.
   Note: The subject line must be entered EXACTLY as it appears here or you will not receive a response.

**Tasks-
Organizing E-mail**

4. Create a new folder to file mail items as a sub-folder under your ~Messages or Archive Folders (It may appear as either name) and name it **IRC Training**
5. Add the folder to the Outlook bar.
6. Move the message from the facilitator to the **IRC Training** folder.

When you are finished you will have a working Personal Distribution List and at least one entry in your Personal Address Book You will also have moved all the messages from the IRC Help Desk into a folder under your Inbox.

Exercise 9: Sharing Files

Introduction

This exercise is designed to show you how to share files by using e-mail to send a shortcut to a file in your Public Folder and by having you access a file in someone else's Public Folder. It will also show you how to determine where your information is located, so others can access your public folder.

Objective

Users will copy a file to their Public Folder, set permissions to the file, and e-mail a shortcut to the file. Users will also access a file in another user's Public Folder.

Enabling Objectives

- Copy files to your Public Folder
- Set Permissions
- Use Network Neighborhood to access files
- Determine where your public files are located

Evaluation

Successful completion will be based upon the facilitator receiving the working shortcut and being able to access your shared files. <u>For web based participants</u>: The facilitator may not be able to access your public folder, if your file are located in a different Domain than the facilitators. Instead, you can evaluate this lesson by sending the shortcut to a person who's User Account is within your Domain, such as a workmate or supervisor.

Prerequisite Skills

- Knowledge of Outlook
- Know how to send e-mail with inserted files

Recommended Resources

- Online Help (Office Assistant)
- SWIII Training Program Basic Outlook 98
- SWIII Jobaids Booklet
                    <u>On Site Participants</u>
- Using Windows NT Workstation 4.0 Chapter 6
- Determining Your Fileserver Jobaids
- NT 10 Minute Guide Lessons 18-20
- User Startup Kit for Windows NT Chapter 7

Tasks - Sending Shortcuts

Use the **Recommended Resources** to complete the following tasks:

1. Copy the **TrainingCGLetter** file from the your Training folder to your Public Folder.
   Set permissions so that **Everyone** can read the file.

2. In Outlook, send e-mail to the IRC Help Desk with the subject line `Shortcut Sharing` and insert **TrainingCGLetter** into the e-mail as a **<u>Shortcut.</u>**

Be sure to use the copy of the file that is in your Public Folder.

Note: The subject line must be entered EXACTLY as it appears here or you will not receive a response.

When you are done you will have a copy of **TrainingCGLetter** in your Public Folder and will have e-mailed a shortcut to the file to the facilitator or work-mate or supervisor.

Task- Fileserver	1. Use the **Determining Your Fileserver** Jobaids to determine your server and user share. 2. E-mail the information to the facilitator with the subject: `Fileserver Info.` *Note:* The subject line must be entered EXACTLY as it appears here or you will not receive a response.
Task- Using Network Neighborhood	1. Read the e-mail "Final Exercise" and follow the directions given. <u>For Web based participants:</u> Please skip the final exercise. Fill out and e-mail the Course Evaluation form to IRCHelp. The form should be located in the Student Data Package that you downloaded at the beginning of this course.