

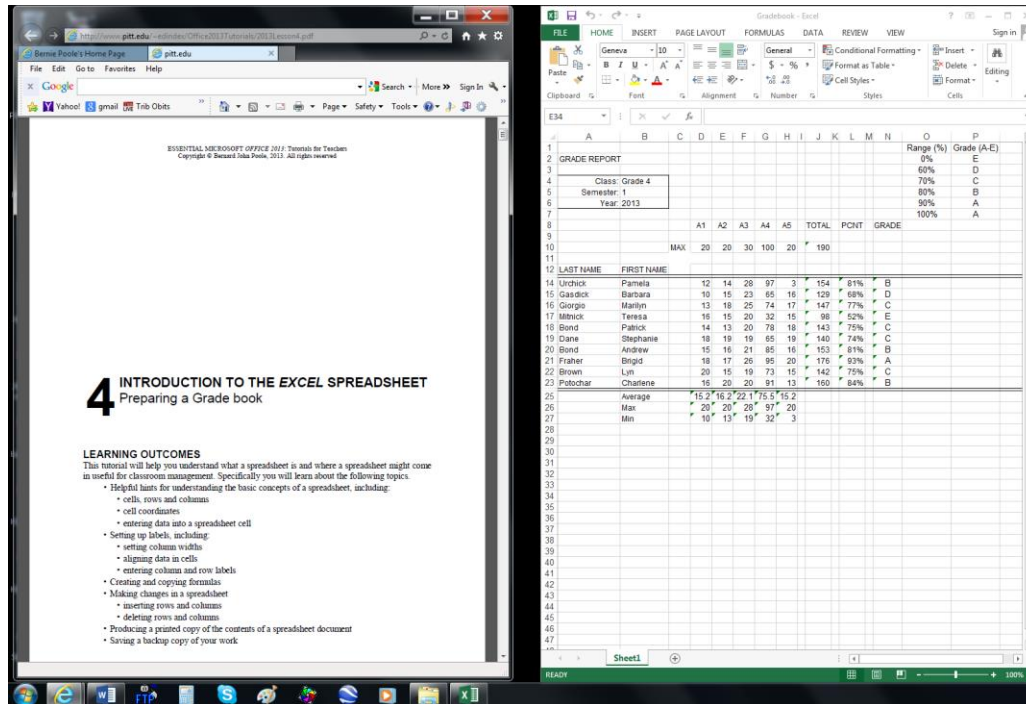
## Tips on how to use these tutorials

**Option 1: You are an Instructor using these lessons with your students as a component of a course in an Elementary, Secondary, College, or other learning environment.**

**No need to print a hardcopy of the tutorials if:**

1. Each of the students in your class has access to a computer that has a large screen (15" or larger) on which they can work their way through the lesson(s).

In this scenario, the student would display a tutorial on one side of the screen while working on the appropriate *Microsoft Office* application on the other, as illustrated in the Figure below. **No need for a hard copy of the tutorials** with this scenario.



2. Each of the students in your class has access to a laptop or desktop computer in the classroom itself, *and* they each have an iPad, Kindle, Nook, or other device on which they can read a digital version of the tutorials while working at the lessons on the laptop or desktop.

In this scenario, there should be **no need for a hard copy of the tutorials**.

3. You are able to take your class to a computer lab with one-to-one access to a computer, *and* each student has an iPad, Kindle, Nook, or other device on which they can read a digital version of the tutorials while working at the lessons on the lab computer.

In this scenario, there should be **no need for a hard copy of the tutorials**.

**You probably should make a hardcopy of the tutorials available to your students if:**

4. Each of the students in your class has access, in the classroom itself, to a laptop or a desktop computer with a smaller screen, but no digital e-reader such as an iPad, Kindle, Nook, etc. on which the tutorials could be stored and used in lieu of a hardcopy.

Here it would be **best for each student to have a hard copy of the tutorials**, since it is both distracting and inconvenient to switch back and forth between the tutorial window and the working window on a smaller screen. In such a case, the Elementary or Secondary school has permission to go ahead and make as many hard copies of the tutorials as required. The College or University also has permission to go ahead and make as many hard copies of the tutorials as required, and to sell them at cost to the students through the bookstore. The bookstore may only sell them at a profit, as long as all profits are used to support scholarships or other charitable endeavors.

- You are able to take your class to a computer lab with one-to-one access to a computer, but no other digital e-reader device such as an iPad, Kindle, Nook, etc.

Here again it would be **best for each student to have a hard copy of the tutorials**, since it is both distracting and inconvenient to switch back and forth between the tutorial window and the working window on a smaller screen. In such a case, the Elementary or Secondary school has permission to go ahead and make as many hard copies of the tutorials as required. The College or University also has permission to go ahead and make as many hard copies of the tutorials as required, and to sell them at cost to the students through the bookstore. The bookstore may only sell them at a profit, as long as all profits are used to support scholarships or other charitable endeavors.

- Each of the students in your class has access to a computer at home, but some or all of them do not also have an e-reader such as an iPad, Kindle, Nook, etc.

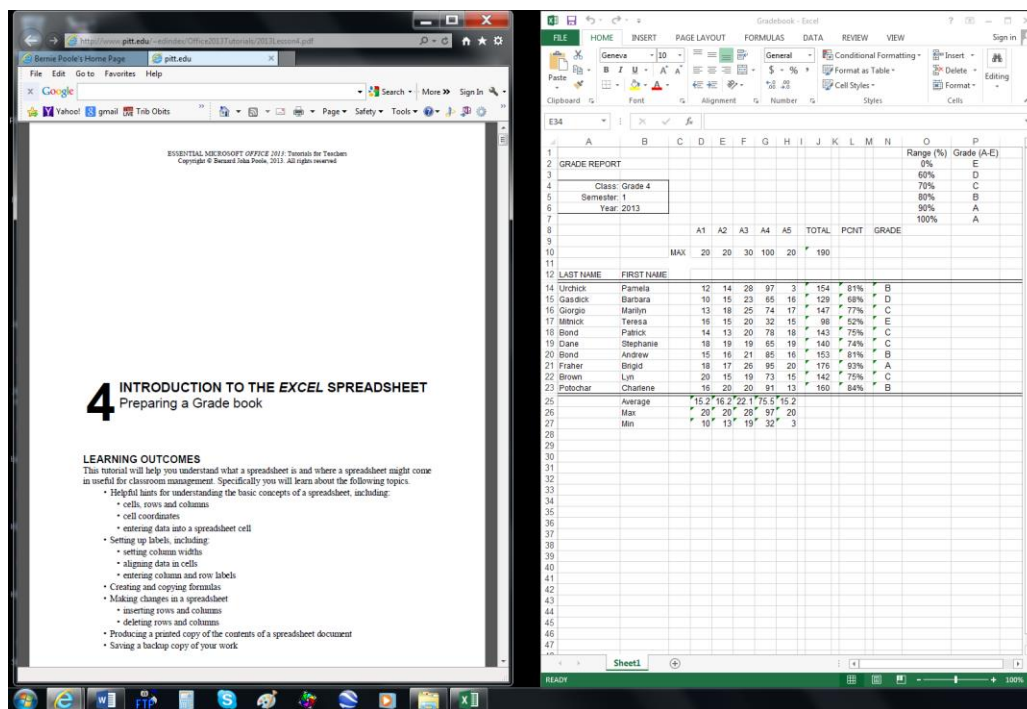
It would be **best for those students who do not have an e-reader such as an iPad, Kindle, Nook, etc. to have a hard copy of the tutorials**. In such a case, the Elementary or Secondary school has permission to go ahead and make as many hard copies of the tutorials as required. The College or University also has permission to go ahead and make as many hard copies of the tutorials as required, and to sell them at cost to the students through the bookstore. The bookstore may only sell them at a profit, as long as all profits are used to support scholarships or other charitable endeavors.

## Option 2: You are a teacher, or any other individual, using these lessons to improve your own *Microsoft Office* skills.

The following possible scenarios present themselves:

- You have access to a computer that has a large screen (15" or larger) on which you can work your way through the lesson(s).

In this scenario, you would display a tutorial on one side of the screen while working on the appropriate *LibreOffice* application on the other, as illustrated in the Figure below. **No need for a hard copy of the tutorials.**



- You have access to a laptop or desktop computer in the classroom itself, and you have an iPad, Kindle, Nook, or other device on which you can read a digital version of the tutorials while working at the lessons on the laptop or desktop.

In this scenario, there should be **no need for a hard copy of the tutorials**.

- You have access to a laptop or a desktop computer with a smaller screen, but no digital e-reader such as an iPad, Kindle, Nook, etc. on which the tutorials could be stored and used in lieu of a hardcopy.

Here it would be **best for you to work from a hard copy of the tutorials**, since it is both distracting and inconvenient to switch back and forth between the tutorial window and the working window on a smaller screen.