



Hi I'm Nicky. Welcome to Employee Development e learning courses. I will explain how to navigate this course. Use the up and down arrow  on top of the screen or the scroll bar on your right to advance to next page.

How to Navigate the e-learning Course

For best viewing, open the browser window as large as possible by selecting the "maximize" (center) button in the upper right corner of the window.



During the e-learning,
you will see the following
formats:



Word Documents



Power Point Slide Show



Portable Document Format (PDF)



When you click on a topic, a new window will appear with a pop-up. Click the “OK” button





The document will load and open. Don't forget to click the center to maximize the window.

After viewing or printing, exit the window by selecting the “restore” (center) button



located in the upper right corner of the window.



If you have any questions,
please contact a trainer
listed on the front page.