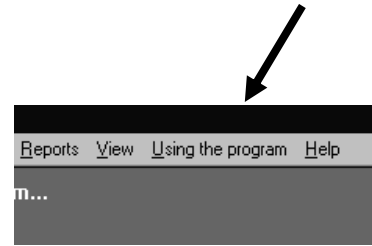


View Progress Report and Exit Program

A progress report is generated when you use the Ainsworth Keyboard Trainer (Use with Disk) option. The report provides an analysis of the lessons you have taken listing your best speed, best accuracy, and the number of lessons completed.

1. Click the **Using the Program** menu to get back to the beginning screen.
2. Click on the **Reports** button.
 - The **Reports** menu opens.
3. Click on **Progress Report**.
 - A Progress Report displays. Notice the various buttons for viewing progress on all parts of the program.
4. Click the **Alphabet Keys** button to display the characters on the chart.
5. To exit program, click the **File** menu and select **Exit**.
 - A dialog box will appear briefly indicating your work is being saved to the disk.
 - The program will close and your work will automatically be saved on the disk.



Ainsworth Keyboard Trainer 4 Leah

File Lessons Drills Tests Type-Q! Reports View Using the program Help

Progress Report **Alphabet Keys** Punctuation Keys Number Keys Symbol Keys Word Processing Test Scores Basic Skills Test Scores Type-Oh! Game Scores

Alphabet Keys Report	Best Speed	Best Accuracy	Current Speed	Current Accuracy	Number Completed
Lessons	69 wpm	100 %	38 wpm	98 %	4
Prescription Drills
Keys learned (fast)	A D F J K L S				
Keys learned (medium)					
Keys learned (slow)					
Keys not learned	B C E G H I M N O P Q R T U V W X Y Z				

100 %
90 %
80 %
70 %
60 %
50 %
40 %
30 %
20 %
10 %
0 %

a b c d e f g h i j k l m n o p q r s t u v w x y z

Start Ainsworth Keyboard ... 1:34 PM