**-** Note to the reader:

Welcome to Your own personalized Simple Software Inc. “SANRIO” Workspace! We hope that you find this manual instructive, comprehensive, and easy to use.

This manual contains many sections; each will be devoted to a different theme. Each section will have a number of lessons. Each lesson has the following elements:

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| Concepts | A specific portion of the overall theme. For example, a section may focus on using toolbars, while a concept would address a specific toolbar. |
| Step-By Step | A walkthrough of the concepts covered in the lesson. |
| Skill Sharpener | A free-form assignment focusing on the concepts covered in the lesson. |

There will be some scenario’s and excersis’s lessons will be after each Section as an exercises to better understand the information discussed by the manual:

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| Scenarios | A larger free-form assignment focusing on all concepts taught in the section through scenarios. Each scenario will discuss “Real Life” issues Employees have with software and how we solve them. Also there will be an exercise to help better understand how to resolve “Real Life” issues with technology being to complicated and their solutions. |
| Review Questions/ Answers |  |