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Completing "You need to know" topics
## Versions up to Microsoft Office 2016

To correctly complete the "You need to know" topics you must visit all the topic's pages.

A colour scheme indicates the success level of the topic concerned. For "You need to know" topics, the colour indicates whether all the information has been properly viewed.

- ➢ Blue circle 🔵: The topic was opened but not attempted;

- ➢ Red circle 🔴: The topic was opened, attempted, but not completed;

- ➢ Tick mark ✔: The topic has been completed.

The "You need to know" topics usually comprises two or three main **sections** (Basics, Find out more, etc.) including one or more pages.

Click the first section's title and the first page of the section:
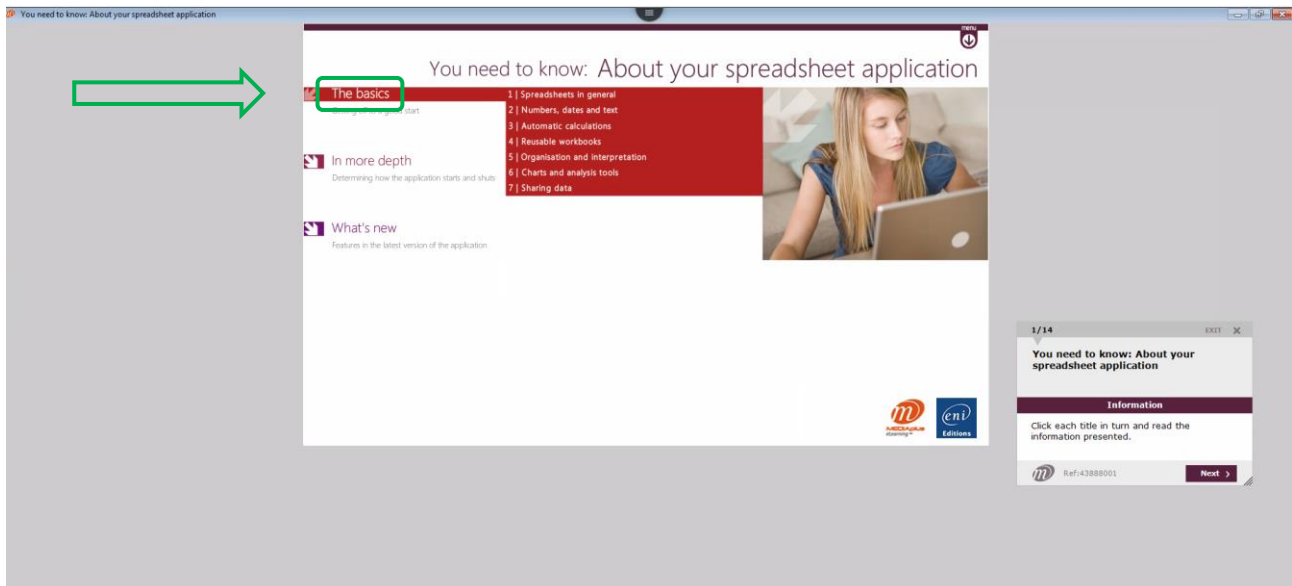
The first page of the section appears:
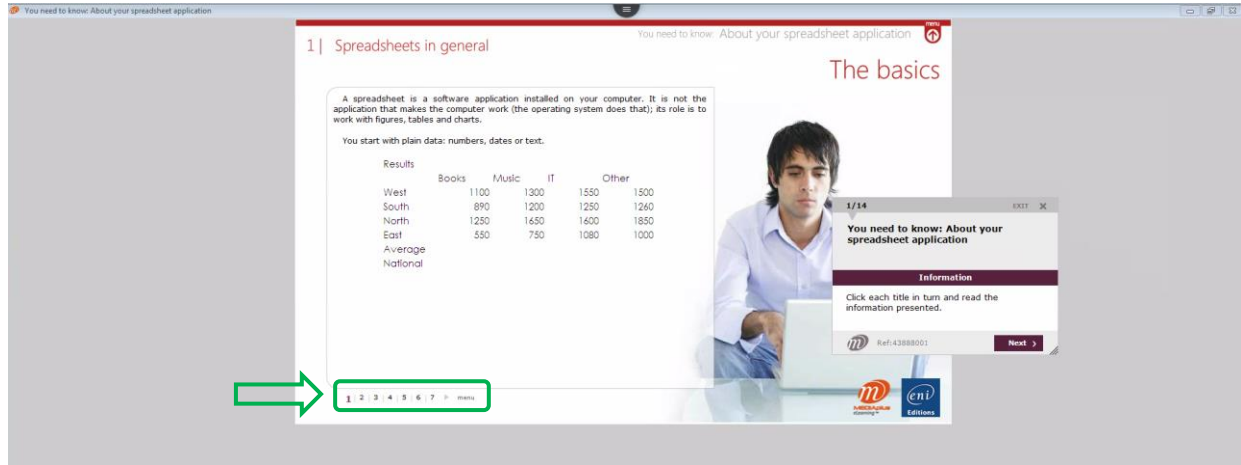
From this page, click the page numbers or arrow tools to view the following pages in the section:
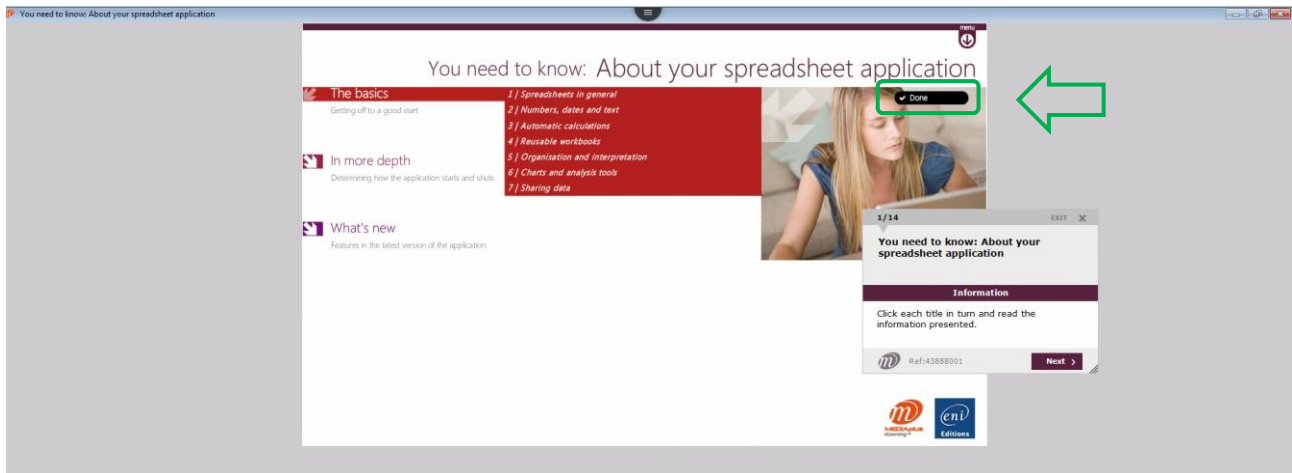

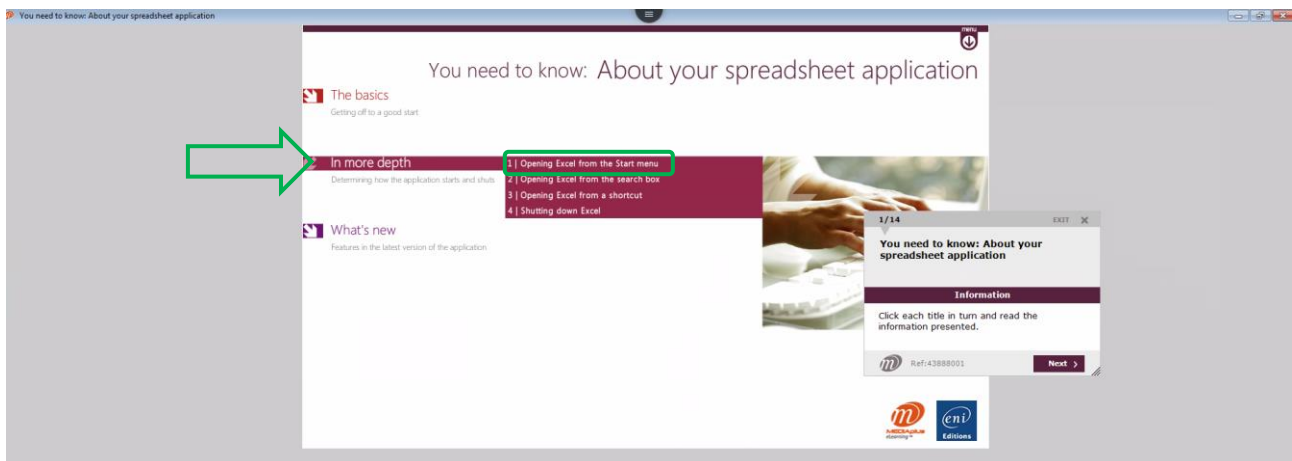After viewing all the pages in the section have been, click **menu** to return to the section menu:

When returning to the main page, the indication "Done" should appear to the right:

Repeat the **exact same steps** for **each** of the other available sections:
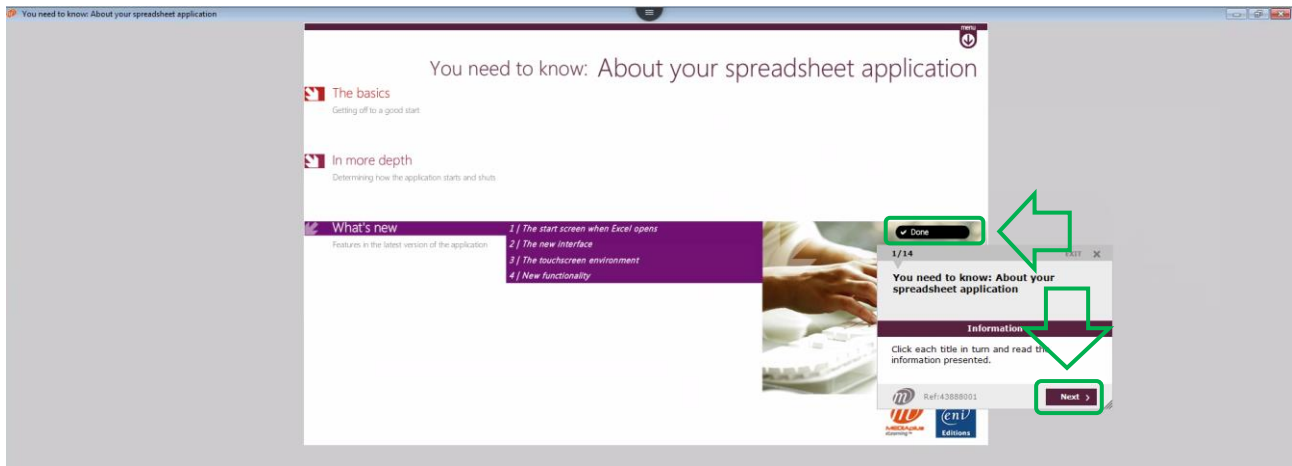

And so on.

When returning to the main page, after visiting the final section's pages, the indication "Done" should appear to the right:
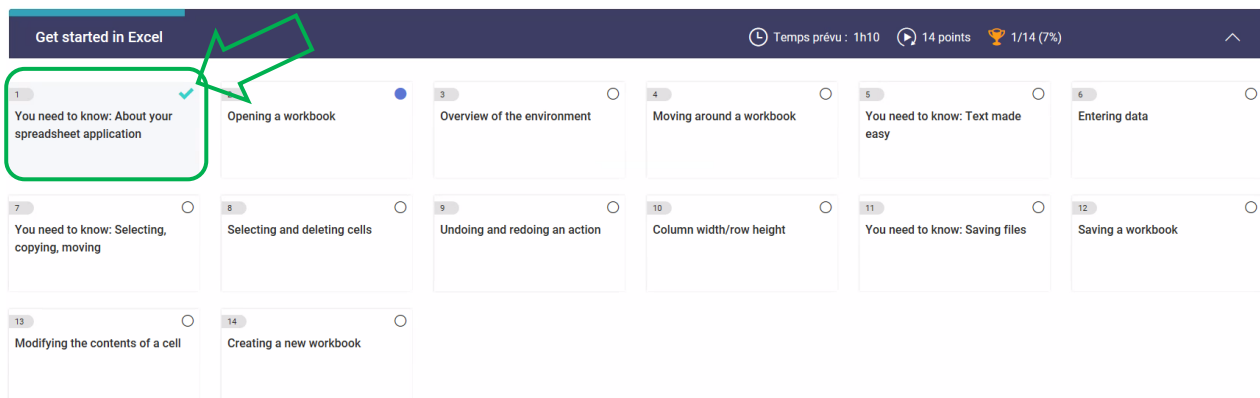
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Click the **Next** button to complete the topic.

In the general menu, this topic will appear with a green tick mark:

Well done – you have successfully completed this topic.