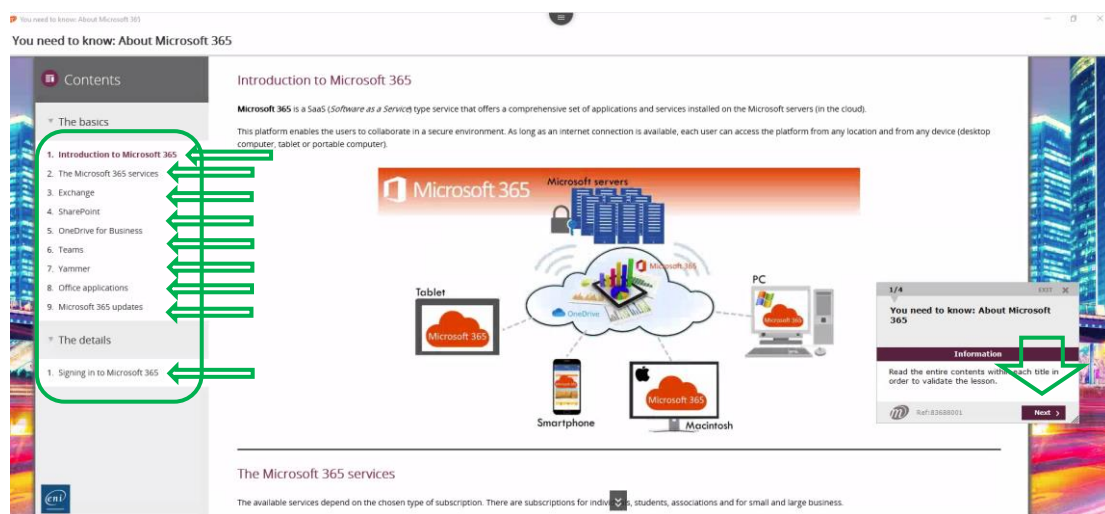


# Completing "You need to know" topics

## For Microsoft 365 and versions of Microsoft Office after 2019

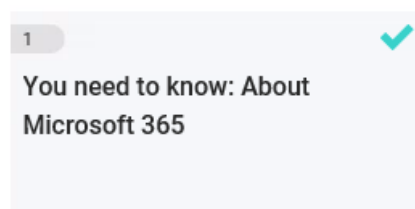
To correctly complete the "You need to know" topics you must visit all the topic's pages.

Below is an example:






When you have reached the bottom of the list, confirm your response by clicking the **Next** button in the topic's window.

When back in the general menu, the topic will present a green tick mark, indicating it has been completed successfully:



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