

COMPUTER PALS FOR SENIORS – THE HILLS INC.

Results of Survey of Trainer Opinions about PC Fun and XP Fun Manuals

This survey of trainers in Fundamentals courses sought opinions about several general issues which need to be considered during the revision of the course manuals for PC Fun, XP Fun and Win 98 Fun. Twenty one people completed the survey. A summary analysis follows. These issues were also discussed at a trainers' meeting on 13th September 2006. A summary of that discussion is available separately and details are not included here.

1. **Format and Layout of XP Fun Manual:** (Similar changes would be made to the Win98 Fun manual.)
 - 1.1 Seventeen people thought that the Exercises in XP Fun should be detailed in the main text where they occur in the course. Only four prefer the current situation of a separate Exercises Part at the end of the manual.
 - 1.2 Seventeen of the twenty-one respondents want the Exercises sections to have a wide margin (as in the main text). Three prefer the narrow margin.
 - 1.3 Seventeen of the twenty-one respondents say they use the Trainer Alerts occasionally, when they need to; one claims to use them “constantly” and two admit to never having used the Trainer Alerts document.
 - 1.4 Fifteen people would prefer to have the trainer alerts incorporated in the manual in its wide margin, rather than on a separate sheet. Two said “no” to this suggestion and two others said it doesn't matter.
 - 1.5 Nine of the twenty-one respondents say that the large amount of text and few pictures make the Exercises Part “a bit daunting” for students but ten say this is not a concern for their students.
 - 1.6 Eleven say their students find the main text in the manual (Parts I to IV) either “appealing” or “just so so” while six point out that they do not know what their students think.
 - 1.7 Fourteen say their students would like to have an index in the manual, two say they wouldn't while four say they don't know what their students want.
 - 1.8 Ten of the twenty-one respondents say their students would find the manual easier to use if it were fully or partly in colour; four say they wouldn't. Two raise the issue of cost, if the manuals are printed in colour.
2. **Fun and PC Fun 101 Manuals:** Answered **only** by those who trained in PC Fun Group Classes. Four of the thirteen respondents would like to retain the two different PC Fun manuals, one for class teaching and the other for one-on-one training. Eight would prefer having just the PC Fun 101 manual (designed for one-on-one training), while four would prefer having just the PC Fun manual (designed for class group teaching) for all teaching/training situations.
3. **Windows 98 Fun Manual:** Answered **only** by those who have used the Win98 Fun manual in training. Of the eleven respondents, nine had seen those manuals which contained screen shots (dumps) of both genuine Windows 98 screens and also XP Fun screens running in classic mode and these nine people had found them useful. No one said that they did not like this method of presentation.
4. **General Comments:**

As a result of these responses the revised version of the XP Fun and Win98 Fun manuals will have:

 - (a) The exercises detailed in the main text where they occur in the development of the course.
 - (b) A wide margin (4cm) throughout;
 - (c) Trainer Alert information incorporated into the wide margin in text boxes;
 - (d) More spacing (“white space”) and more diagrams in the exercise sections;
 - (e) The existing layout and style in the main text sections;
 - (f) An index at the end of the manual. **And as decided earlier:**
 - (g) No instruction on, or information about, burning files to a CD-R , CD-RW, DVD+/-R or DVD+/-RW;
 - (h) Instruction on use of a flash drive (at least wherever reference is made to a floppy drive);
 - (i) In Win98Fun screen shots (dumps) of both genuine Win 98 and also XP in Classic mode.
5. Further decisions, including the use of colour, will be made later.

Bill Butts and Eleanor Ball 26th September 2006