



User Guide

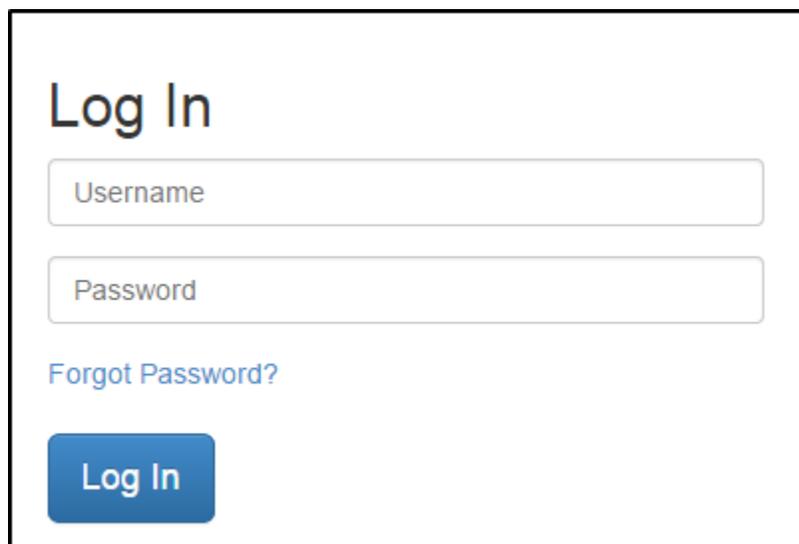
Version 05192015

Logging into the system:

You can access ABG University by typing the following URLs into your browser address bar:

www.abguniversity.com | www.abgtraining.com

* Access is not dependent on the company network; it can be accessed outside the company network.



[English](#) [Spanish](#) [Italian](#) [German](#) [Hungarian](#) [French](#)

At this time, you have the ability to login using the above language options.

Log In

[Forgot Password?](#)

The “Forgot Password” option gives the user the ability to reset their password if they have forgotten what it is. Please note that this option will only work if the user has a working email address populated in the system. If you do not have an email address populated in the system, you will have to contact your system administrator to reset your password.

Reset Password

To reset your password, enter the email address that you registered with.

Passwords are required to be changed every 90 days and must be at least 8 characters long and contain at least 2 of the following: uppercase letters, lowercase letters, numbers, and symbols.

Default View:

The default view will be dependent on what content has been assigned to your account. Things like job title, location and job responsibilities will determine what content is available to you.

The screenshot displays the top navigation bar of the abg UNIVERSITY website. It includes links for Home, My Content (with a dropdown arrow), My Favorites (with a dropdown arrow), and My Account (with a dropdown arrow). The abg UNIVERSITY logo is prominently featured, with the tagline "the place to go for what you need to know" and a circular icon containing a heart, a star, a lightbulb, and a speech bubble. Below the navigation bar is a search bar with a magnifying glass icon, a dropdown menu for "Entire Catalog", and a row of buttons for "Online Training", "Classroom", "Webinars", "Tests", and "Resources". A link to "Hide Content Groups and Options" is visible. The "Content Groups" section is expanded, showing a list of categories: HR, MTC | Airport Operations, MTC | Operations Managers, Mandatory, and On-boarding, each with a right-pointing arrow.

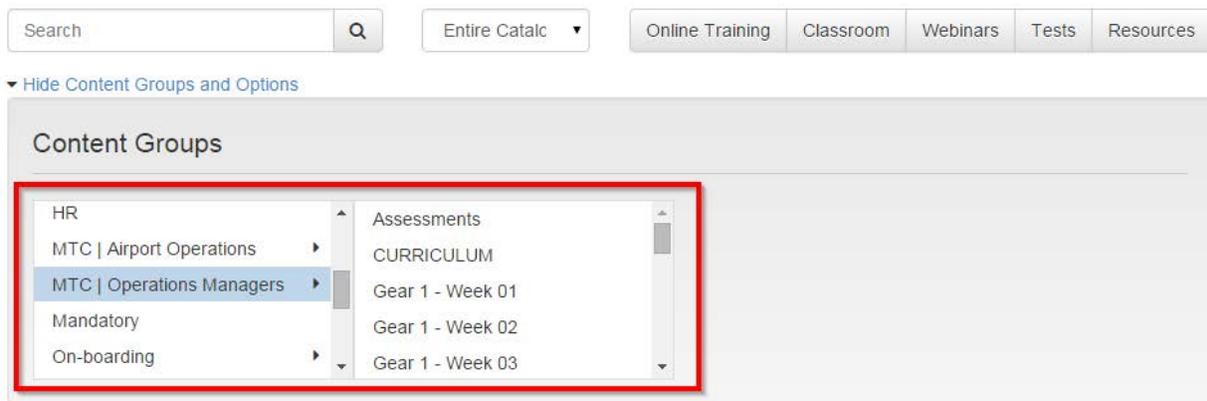
There are two main views when showing or searching for training material. The first option is called "My Content", this menu option will display only content that is assigned to you by the system or yourself. The other menu option is called "Entire Catalog", this menu option will display all assigned content as well all other available content.

This close-up view shows the search bar and the "Entire Catalog" dropdown menu. The search bar contains the text "Search" and a magnifying glass icon. The dropdown menu is open, showing "My Content" as the selected option, which is highlighted with a red rectangular border. The other navigation buttons ("Online Training", "Classroom", "Webinars", "Tests", "Resources") are visible to the right.

Searching for training content:

The search menu is where you go to find all the training material that is available to you.

Material that is assigned to you can be found by browsing through the Content Groups menu.



To quickly find material that is assigned or available to you, you can use the Search tool: In the example below, the user is searching for any “Online training” that contains the words “Excel 2010” in its title.

Excel 2010 Entire Catalc

▼ Hide Content Groups and Options

Content Groups

- abgU Information
- ATC | PF
- ATC | RA
- ATC | RSA
- Counter Sales

Entire Catalog **Contains: Excel 2010**

- Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
- Analyzing Data with What-if Analysis in Excel 2010
- Applying Basic Data Formatting in Excel 2010

To remove search criteria, simply click the "x" to remove it.

Excel 2010 Entire Catalc

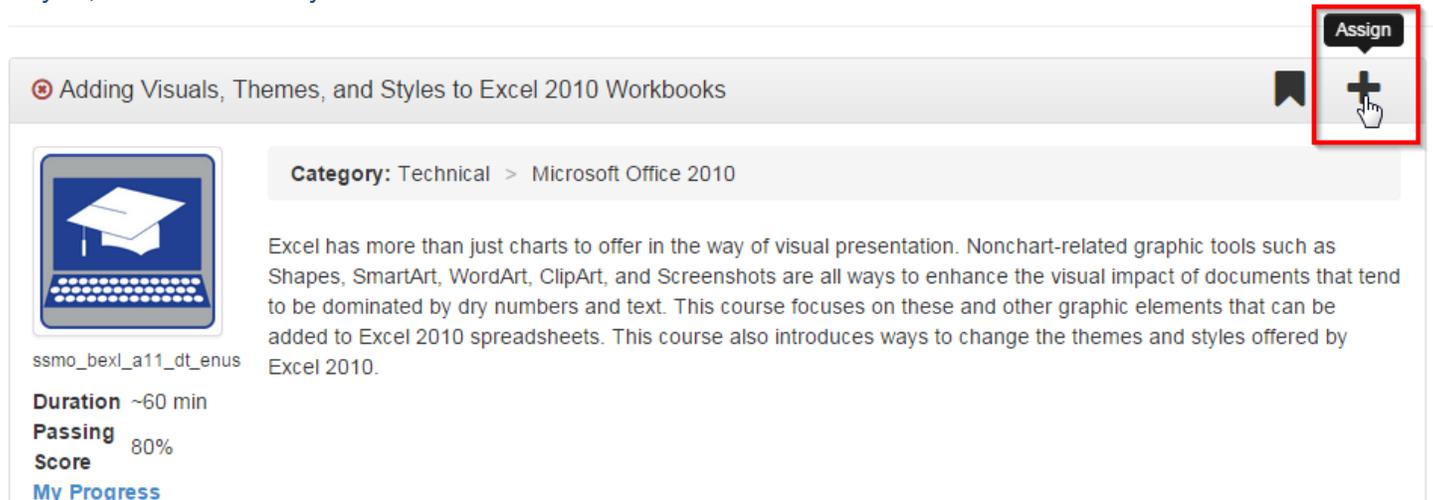
▼ Hide Content Groups and Options

Content Groups

- abgU Information
- ATC | PF
- ATC | RA
- ATC | RSA
- Counter Sales

Entire Catalog **Contains: Excel 2010**

If you would like to assign the course material to yourself, click the “Assign” option, the content will be assigned to you, and will be ready to be launched.



Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

Category: Technical > Microsoft Office 2010

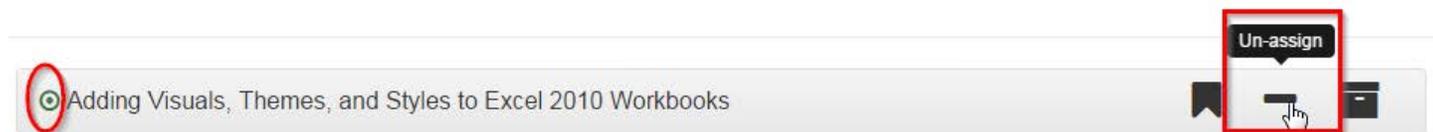
Excel has more than just charts to offer in the way of visual presentation. Nonchart-related graphic tools such as Shapes, SmartArt, WordArt, ClipArt, and Screenshots are all ways to enhance the visual impact of documents that tend to be dominated by dry numbers and text. This course focuses on these and other graphic elements that can be added to Excel 2010 spreadsheets. This course also introduces ways to change the themes and styles offered by Excel 2010.

ssmo_bexl_a11_dt_enus

Duration ~60 min
Passing Score 80%
[My Progress](#)

Assign

The red circle will turn to green indicating that you have successfully assigned the content. If you assigned the content by mistake or changed your mind, you can un-assign the content by clicking the “Un-assign” option.



Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

Un-assign