

**USE THE FOLLOWING GUIDE TO NAVIGATE THE TIMETABLE**

**USING A COMPUTER**

- 1 TO FIND A UNIT, (WHEN USING A COMPUTER) HOLD DOWN THE CONTROL KEY (CTRL) THEN PRESS **F**.
- 2 ON THE RESULTING DIALOG BOX, CLICK ON THE **OPTIONS** BUTTON, THEN ON THE **WITHIN** CRITERIA, SELECT **WORKBOOK**.
- 3 EACH UNIT APPEARS **TWICE** ON THE TIMETABLE, IF ANY OF YOUR UNITS APPEAR MORE THAN TWICE, REPORT IT AT [ddteaching-digitalschool@ku.ac.ke](mailto:ddteaching-digitalschool@ku.ac.ke)

**USING THE DIGITAL SCHOOL ISSUED TABLET**

- 1 IF YOU'RE USING A TABLET, PREFERRABLY DOWNLOAD **WPS OFFICE** FROM **GOOGLE PLAYSTORE**..
- 2 AFTER INSTALLING IT, DOWNLOAD THE TIMETABLE, AND SELECT **OPEN WITH WPS OFFICE** WHEN PROMPTED TO CHOOSE A **DEFAULT SOFTWARE**.
- 3 AFTER OPENING THE TIMETABLE, UNDER THE DATA TAB IN THE OPEN WORKSHEET, CLICK ON FIND.
- 4 A TAB WILL APPEAR ON THE RIGHT HAND SIDE OF THE OPEN WORKBOOK, WITH **TWO ARROWS** ON ITS TOP LEFT SIDE.
- 5 CLICK ON THE ARROWS TO REVEAL AN **OPTIONS MENU**.
- 6 IN THE RESULTING MENU, UNDER SEARCH, SELECT **ENTIRE WORKBOOK**.
- 7 PROCEED TO FILL IN THE UNIT YOU WISH TO FIND AND THEN **CLICK ON ENTER OR** THE FIND ICON (LOOKS LIKE A MAGNIFYING GLASS).
- 8 THE SEARCH WILL THEN FIND THE UNIT YOU KEYED IN.
- 9 KEY IN THE NEXT UNIT, AND REPEAT UNTIL YOU FIND ALL YOUR UNITS.