



# Excel 2010 & Word 2010

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## Teach Yourself:

- ✓ Excel 2010
- ✓ Excel 2010 Advanced
- ✓ Word 2010
- ✓ Word 2010 Advanced

## Bonus Training:

- Excel 2007
- Excel 2007 Advanced
- Word 2007
- Word 2007 Advanced



**8 PROGRAM TUTORIAL SET**

**#1 Best-Selling**  
for Over 10 Years\*

Professor Teaches®, the leading brand of training, provides realistic, interactive, and complete training for **Excel & Word 2010**. Build your skills and learn everything you need, from beginning to advanced topics. Each interactive tutorial is organized for fast and easy learning with practical exercises that build skills quickly and effectively.

*Chapters are organized into specific learning objectives — easily available from the main menu.*



*Introductions, summaries & end-of-chapter quiz questions all reinforce learning.*

## No Other Training is More Complete!

- ✓ Hundreds of Learning Topics
- ✓ 4 to 8 Hours of Training per Course
- ✓ Beginner to Advanced Topics
- ✓ Self-Paced Learning Objectives
- ✓ Introductions & Summaries
- ✓ Interactive Exercises
- ✓ Professional Voice Narration
- ✓ Realistic Simulation of Software
- ✓ End-of-Chapter Quiz Questions
- ✓ Checkmarks for Completed Topics
- ✓ Glossary, Index & Search
- ✓ Professor Answers for Instant Training

*Self-paced, interactive lessons allow you to practice in a realistic simulation of the software.*

## The Most Complete Training Available from the #1 Best-Selling Brand!

*Find out how to create spreadsheets, analyze data & share information for critical business decisions!*



*Discover how to create professional-looking documents quickly!*

## Start Learning Today!

Be the first to learn the new features of Excel & Word 2010 and stay current with the latest technology!

### #1 Best-Selling

For over 10 years, Professor Teaches brand outsold all competitors combined! The NPD Group/ Retail Tracking Service\*



### #1 Award-Winning

Codie Award Finalist Twice



### #1 Recommended

\*... This is my choice for best buy award\* – Microcomputer Journal  
\*... Professor can be used even if you don't yet own a copy of Office.  
... And it comes at a great price.\*  
– The Herald News



### #1 in Innovation

1<sup>st</sup> with Office 2010 and Just-in-Time Training

1<sup>st</sup> in Interactivity

1<sup>st</sup> in Accurate Simulations

**1<sup>st</sup>**

Visit [www.professorteaches.com](http://www.professorteaches.com) to view a complete listing of the courses and topics for this or other Professor Teaches tutorials. Visit [www.professorteaches.biz](http://www.professorteaches.biz) for multi-user licenses or to request free trials.



The most realistic, interactive, & complete training!



Learn to use the features of Microsoft Excel & Word to quickly create great-looking documents, spreadsheets, and presentations. Now, you can build your skills quickly and easily and unlock the power of Excel & Word to improve your productivity at home or work. This Professor Teaches product contains 8 tutorials covering Excel & Word 2010 and 2007, including beginner, intermediate, and advanced courses.

### Word 2010 — over 130 lessons\*\*

- Applying Quick Styles
- Adding SmartArt™ Diagrams
- Publishing Documents as Web Pages
- Creating Bulleted & Numbered Lists
- Correcting Spelling & Grammar
- Working with the Document Information Panel
- Using the Document Inspector
- Using Templates
- Applying Borders & Shading
- Creating Columns
- Inserting Images, Tables, & Charts
- Printing Envelopes & Labels
- Adding Headers & Footers
- Working with Tabs
- Using the Format Painter
- Tracking Document Changes
- Reviewing Documents
- Navigating Documents
- Adding Section & Page Breaks
- Finding & Replacing Text



Discover how to create professional-looking documents quickly!

Increase your productivity at work or home!

### Word 2010 Advanced — over 90 lessons\*\*

- Creating Styles
- Formatting Sections
- Aligning Text with Graphics
- Navigating with the Document Map
- Adding an Index & Using Bookmarks
- Building a Table of Contents
- Creating Footnotes
- Creating a Master Document
- Inserting a Cross-Reference
- Performing Calculations in a Table
- Linking to Worksheets
- Working with Graphics
- Creating Charts
- Using Mail Merge
- Creating the Main Document & a Data Source
- Sorting & Filtering Records
- Merging the Data Source
- Generating Mailing Labels
- Merging Outlook Contacts



Improve your productivity even more by learning advanced topics of Word.

Over 450 lessons!  
Beginner, Intermediate & Advanced Topics

### Realistic

Realistic simulations provide an accurate learning environment so your transition to Excel & Word is fast & easy.



### Interactive

More than just videos, you'll interact to perform the correct action during each exercise for better learning & retention.



### Complete

Hundreds of learning topics & beginner through advanced subjects are included. No other training is more complete.



Each course provides 4 to 8 hours of training!

### Excel 2010 — over 140 lessons\*\*



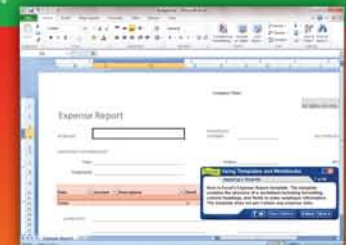
Find out how to create spreadsheets, analyze data & share information for critical business decisions!

- Navigating a Workbook
- Formatting Data
- Customizing Page Layout
- Finding & Replacing Data
- Creating SmartArt™
- Sorting & Filtering
- Formatting Spreadsheets
- Creating Charts
- Entering Formulas
- Creating Workbooks
- Entering Data
- Editing Data
- Changing Cell Alignment
- Inserting Graphics
- Using AutoFilter
- Inserting Functions
- Using Financial Functions
- Number Formatting
- Working with AutoComplete
- Changing Styles

The fastest, easiest way to learn Microsoft Excel & Word!

### Excel 2010 Advanced — over 90 lessons\*\*

- Creating Custom Number Formats
- Using Conditional Formulas
- Naming Ranges & Using Formulas
- Linking between Workbooks
- Importing Data
- Publishing to the Web
- Validating Data Entries
- Sorting Data
- Subtotaling & Outlining Data
- Using Advanced Filters
- Using XML to Share Data
- Creating PivotTables
- Using PivotChart Reports
- Using Charts & Trendlines
- Working with Scenarios
- Using IF Functions
- Using Templates
- Using Query
- Using Macros
- Auditing Workbooks



Learn the advanced topics of Excel to become an expert.

\*\*Includes 2007 course with similar lesson list.

### Get Quick Assistance with Professor Answers

Find answers to your questions faster and easier than Office Help. Search and Browse are just one-click away to help you locate specific topic training you need, right when you need it.



Sits on Your Desktop—One Easy Click Away!





# Excel 2010 & Word 2010



Also compatible with Windows® Vista™ or XP SP2



# Excel 2010 & Word 2010



Also compatible with Windows® Vista™ or XP SP2



# Excel 2010 & Word 2010<sup>†</sup>



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Tech Support: (925) 734-6767 or [www.individualsoftware.com/support](http://www.individualsoftware.com/support)

### System Requirements

- Pentium® PC or Higher
- Microsoft® Windows 7, Vista, or XP SP2
- Average 150 MB Hard Drive space available per application
- DVD-ROM Drive
- 1024 x 768, 16-Bit Color Display
- Sound Card
- Speakers or Headphones
- Mouse

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*\*Source: The NPD Group / Retail Tracking Service – cumulative unit and dollar sales (2000 – March 2010). Computer Training defined by Individual Software as the NPD Office/Windows Training Category. Sales pie chart reflects 2008 – March 2010 data.*

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