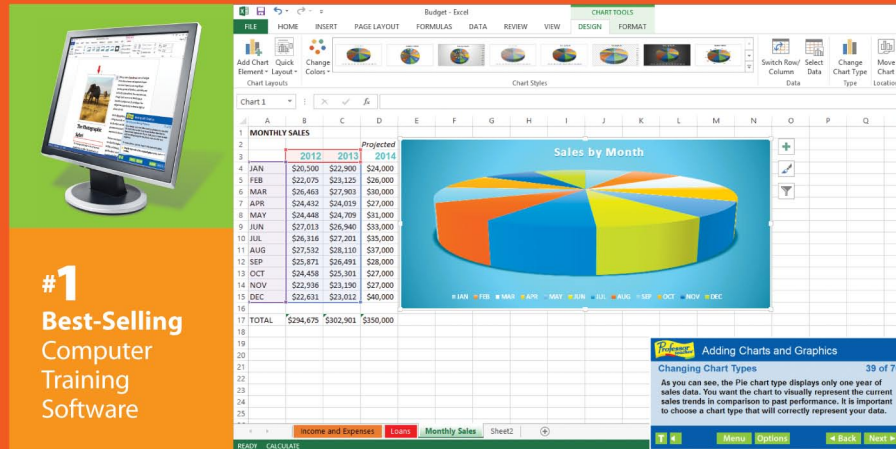




Excel® & Word 2013

Excel® & Word 2013



#1
Best-Selling
Computer
Training
Software

**Tutorial
Set**

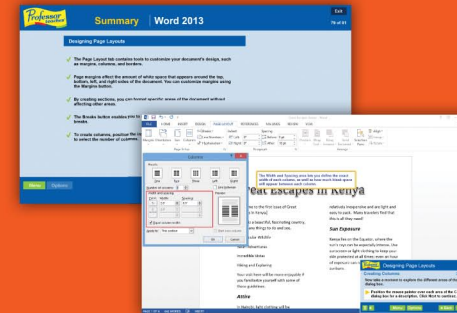
See back for
course list*

Teach Yourself:

- ✓ Excel 2013
- ✓ Word 2013
- ✓ And More...

**The Most Realistic, Interactive
& Complete Training!**

Professor Teaches, the leading brand of training, provides realistic, interactive, and complete training for Excel & Word 2013. Build your skills with Professor Teaches tutorials and learn everything you'll need, from beginning to advanced lessons. Each interactive tutorial is organized for fast and easy learning with practical exercises that build skills quickly and effectively.



Introductions, summaries & end-of-chapter quiz questions all reinforce learning. Self-paced, interactive lessons allow you to practice in a realistic simulation of the software.

INTERACTIVE!
Retain 100% of What You Learn!
No Other Training is More Complete!

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

Start Learning Today!
Be the first to learn the new features of Excel & Word 2013 and stay current with the latest technology!

#1 Best-Selling

For over 10 years the Professor Teaches brand outsold all competitors combined!



#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

1st with Just-in-Time Training
1st with Interactivity
1st in Accurate Simulations



***Course List**

- ✓ Excel 2013
- ✓ Word 2013
- Bonus Training:
 - ✓ PowerPoint 2013
 - ✓ OneNote 2013



The Most Realistic, Interactive & Complete Training!

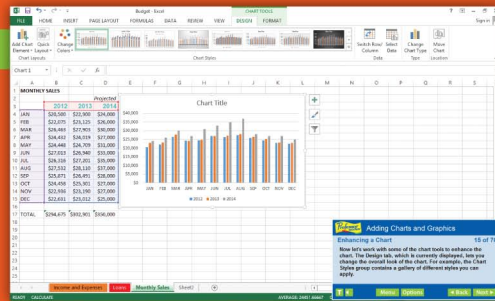
#1 BEST SELLING

Computer Training Software!

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 2013 and 2010, including beginner, intermediate, and advanced courses.

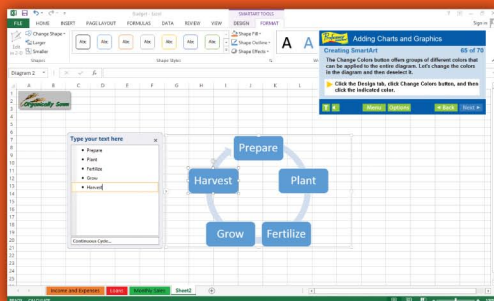
Excel 2013 — over 70 lessons

- 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



Find out how to enhance spreadsheets with charts and graphs.

The fastest, easiest way to learn computer skills!



Learn how to add diagrams and graphics using SmartArt tools.

Increase your productivity at work or home!

Realistic

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



Interactive

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



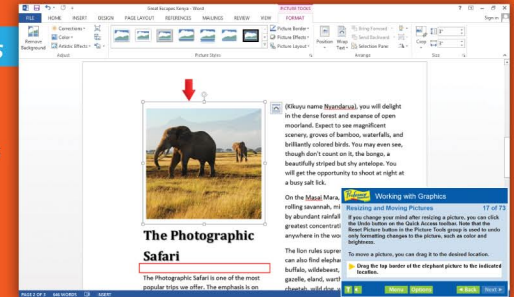
Complete

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

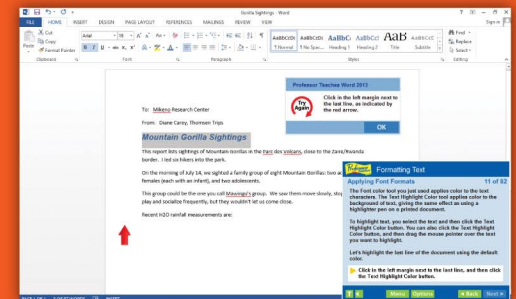


Word 2013 — over 65 lessons

- Applying Quick Styles
- Adding SmartArt™ Diagrams
- Publishing Documents as Web Pages
- Creating Bulleted & Numbered Lists
- Correcting Spelling & Grammar
- 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!



Learn how to format text and apply font formats.

Each course provides 4 to 8 hours of training!

Get Quick Assistance with Professor Answers

Find answers to your questions faster and easier than 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 & Word 2013

Excel & Word 2013



Excel & Word 2013

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Individual Software Inc., 4255 Hopyard Road, #2, Pleasanton, CA 94588-9900
Tech Support: www.individualsoftware.com/support

System Requirements

- Pentium® PC or Higher
- Microsoft® Windows® 8, Windows 7, Vista®, or XP
- Average 150 MB Hard Drive space available per application
- 1280 x 768, 16-Bit or Higher Display
- DVD-ROM Drive
- Sound Card • Mouse
- Speakers or Headphones
- Internet Access for Activation



Compatible With
Windows 8,
Windows 7,
Vista® and XP

For Personal Use Only!
Visit www.professorteaches.biz
for a multi-user license.