

Individual
SOFTWARE

Professor teaches

#1
Best Seller
FOR OVER 4 YEARS
Office & Windows
Training*

Microsoft® Office 2003

Microsoft®
Office
Specialist
Approved Courseware

CERTYPORT
APPROVED
COURSEWARE

PROCERT
LABS
TESTED

**See Bottom Panel



15 PROGRAM TUTORIAL SET

**Teach Yourself:
Microsoft® Office**

- Word 2003
- Excel 2003
- PowerPoint 2003
- Outlook 2003
- Access 2003

Office Advanced

- Word 2003 Advanced
- Excel 2003 Advanced
- PowerPoint 2003 Advanced
- Outlook 2003 Advanced
- FrontPage 2003 Advanced

UNIQUE!

Separate
Advanced
Courses
Included

Windows® and More

- Windows XP Home Edition
- Windows XP Professional
- Integrating Office Applications
- Publisher 2003
- FrontPage 2003

NEW!

Windows
Security
Training
Included

The Best-Selling, Highest Quality Training Available!

Professor Teaches Office 2003 is the most comprehensive training for Microsoft Office available. Not only is it the #1 best-selling training software, the Office 2003 courses are Microsoft Office Specialist approved and independently tested. Professor Teaches courses have received many prestigious awards and are the highest quality training available. Here's why...



Easy Learning

Courses are educationally organized into chapters and lessons

- Learning Objectives guide you to success
- Colorful graphics and clear instructions keep you interested
- Professional Voice narration assists retention



Colorful Graphics & Clear Instruction

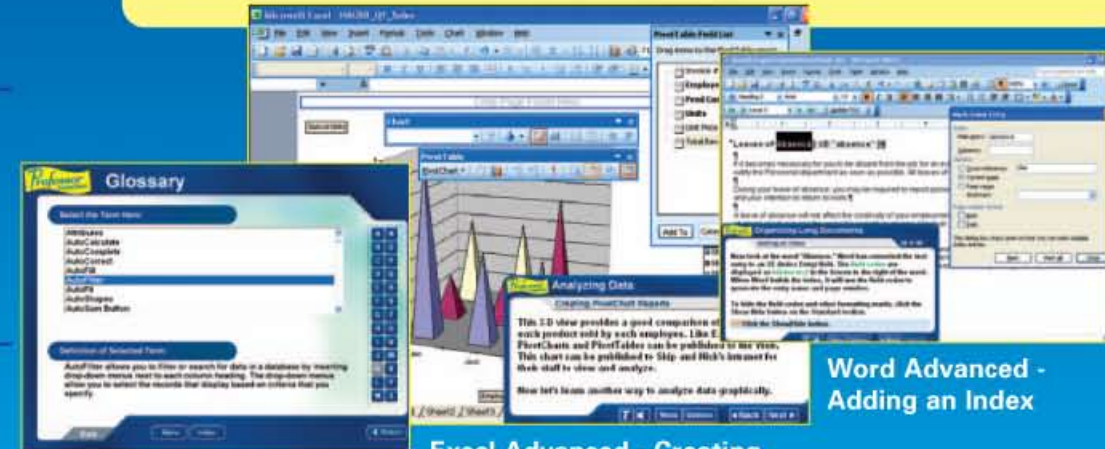
Chapter Summaries

Organized by Chapters & Objectives

Comprehensive Content

Become more productive because you will learn more

- Each Course covers the most important topics
- 4 to 8 hours of interactive training in each course
- Separate courses for Advanced Microsoft Office Topics are included



Glossary is Included in Each Course

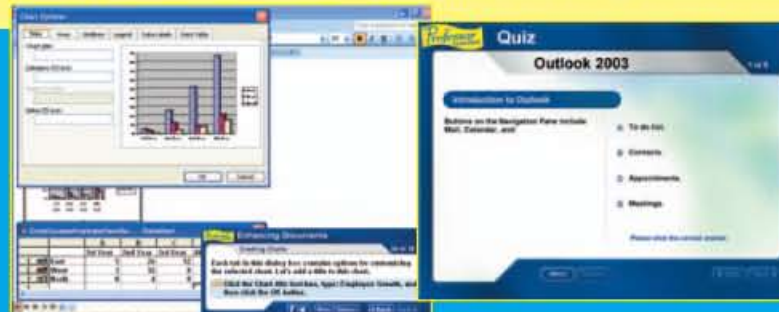
Excel Advanced - Creating PivotChart Reports

Word Advanced - Adding an Index

Most Interactive

Learn more effectively in an accurately simulated environment that is highly interactive

- Accurate screen presentations, menus and buttons provide an easy transition to the real application
- Step by step interactive exercises achieve high retention rates
- Practical exercises and examples make learning understandable



Challenging Interactions Improve Retention

Quizzes Reinforce Learning

Other Unique Features

Learn from the best training available

- All Microsoft Office versions are designed to meet Microsoft Office Specialist Exam Requirements
- All 15 courses use the same design and education methods to ensure consistent quality throughout
- Professor Answers provides true just-in-time learning



Search Topics



Browse Topics



Just-in-Time Training

Professor Answers is more useful than Microsoft Help. It provides learning just when you need it.



Sits on your desk one click away.

Includes CD's & DVD



One DVD ROM contains all 15 programs!

If you have a DVD ROM drive you can install the tutorials from one DVD to your hard drive.

For those without a DVD ROM drive, 4 CD's are included inside.



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www.individualsoftware.com

SYSTEM REQUIREMENTS

- Pentium® PC or Higher
- Microsoft® Windows® XP, 2000, Me or 98
- Double Speed CD-ROM Drive
- 16 MB RAM available
- 20-60 MB Hard Drive space available per application
- 800 x 600 16 Bit color display
- Sound card
- Speakers or headphones
- Mouse

PACKAGE CONTAINS 4 CD ROMs & 1 DVD ROM

**The approved courseware in this package prepares you for these Microsoft Office Specialist exams: Microsoft Word 2003, Excel 2003, PowerPoint 2003, Access 2003 and Outlook 2003. The other Professor Teaches courses that are included have been designed to prepare you for additional exams, but have not been tested independently.

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Professor
teaches

Microsoft Office 2003

This #1 Office Tutorial Set offers thousands of topics and hundreds of hours of interactive learning.

Word ✓

Develop professional documents and reports

- Enhance documents with stylized text, tables, charts, and more
- Design pages for maximum readability
- Print, e-mail, or publish your documents to Web

Excel ✓

Increase your expertise with financial and numerical data

- Build dynamic worksheets using formulas and functions
- Incorporate informative visuals with graphs and charts
- Analyze data and prepare detailed numerical reports

PowerPoint ✓

Reach your audience with richer, more powerful presentations

- Minimize time with pre-designed templates
- Illustrate complex ideas and processes using multimedia
- Include tables, charts, and graphics for strongest effect

Outlook ✓

Organize your schedule, tasks, and communications

- Control spam and arrange your e-mail communications
- Manage multiple e-mail accounts and reinforce your priorities
- Customize information views to increase your efficiency

Access ✓

Manage the information for your business or personal life

- Design relational databases with tables, forms, and reports
- Ease data entry with input masks and drop-down menus
- Enter and view database information using a Web browser

"This excellent tutorial works for all levels of users. This is my choice for best buy awards"

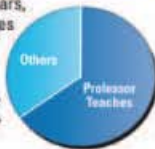
—Microcomputer Journal

BONUS

Also includes
2 courses on
Windows XP

#1 Best-Selling

For the past 4 years, Professor Teaches brand outsold all competitors combined! **The NPD Group/ NPD Techworld**



#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 Office 2003 and Just-in-Time training

1st covering Security topics

1st on DVD-ROM



FrontPage ✓

Build a professional-looking Web site

- Manage the design and development of Web pages
- Include rich, multimedia elements to attract customers
- Publish your site to a Web hosting service

Publisher ✓

Create a portfolio of professionally designed documents

- Design and apply a consistent style across all publications
- Use wizards and task panes for creation of complex documents
- Include borders, graphics, styles, schemes, and artwork

Integrating Office Applications ✓

Use the integrated functionality of Microsoft Office

- Import and export information between Office programs
- Exchange documents and enable collaboration
- Discover the hidden power of the Office Tools

Word Advanced ✓

Master the features used by word-processing experts

- Target communications using mail merge features
- Include indexes, cross-references, and linked worksheets
- Automate your work with macros and data-input forms

Excel Advanced ✓

Manage your finances and maximize your profits

- Pinpoint numerical data and monitor patterns
- Perform in-depth analysis using PivotTables and PivotCharts
- Filter and query data from external databases

PowerPoint Advanced ✓

Perfect your presentation development and delivery skills

- Maximize the impact of your slides
- Achieve higher quality results faster through collaboration
- Build confidence with presenter tools and publication methods

Outlook Advanced ✓

Explore beyond basic features

- Realize the potential to save time and money
- Manage distributed staff, prioritize tasks, and track projects
- Schedule and even conduct meetings online

FrontPage Advanced ✓

Enhance Web pages and Web sites with interactive features

- Coordinate the visual design using themes and shared borders
- Save development time by using built-in components
- Manage shared site development