



Office 2010

Office 2010⁺

Teach Yourself:

- ✓ Word 2010
- ✓ Excel 2010
- ✓ PowerPoint 2010
- ✓ Outlook 2010
- ✓ Access 2010
- ✓ Publisher 2010

Bonus Training:

- Word 2007
- Excel 2007
- PowerPoint 2007
- Outlook 2007
- Access 2007
- Publisher 2007

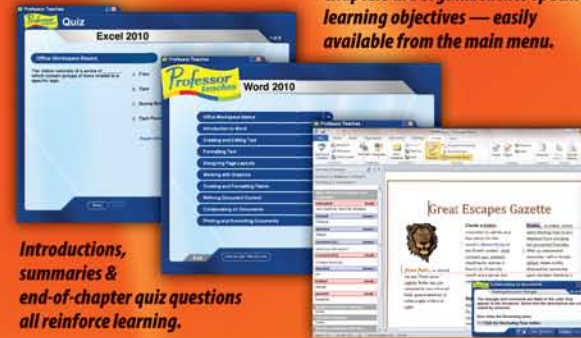


#1 Best-Selling
for Over 10 Years*

12 PROGRAM
TUTORIAL SET

Professor Teaches[®], the leading brand of training, provides realistic, interactive, and complete training for Office 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!*

Start Learning Today!

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

Word 2010 & 2007
Excel 2010 & 2007
PowerPoint 2010 & 2007
Outlook 2010 & 2007
Access 2010 & 2007
Publisher 2010 & 2007

Over 700 Lessons!
Beginner, Intermediate & Advanced Topics

#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

1st with Office 2010 and Just-in-Time Training

1st in Interactivity

1st in Accurate Simulations

1st

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



The most realistic, interactive, & complete training!

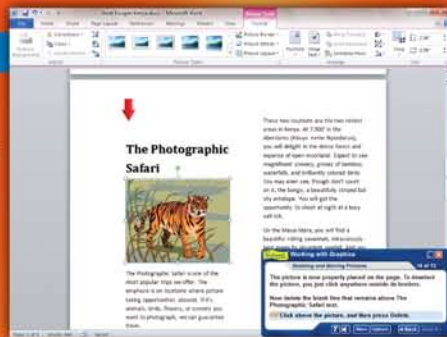


Learn to use the features of Microsoft Office 2010 to quickly create great-looking documents, spreadsheets, and presentations. Take advantage of powerful new tools for collecting, analyzing, and sharing information. Now, you can build your skills quickly and easily and unlock the power of Office to improve your productivity at home or work.

Word 2010 — over 130 lessons**

- Quick Styles
- SmartArt™ Diagrams
- Publish Web Pages
- Bullet & Number Lists
- Spell Checker
- Document Information Panel
- Document Inspector
- Templates
- Borders & Shading
- Columns, Tabs & Alignment
- Images, Tables & Charts
- Printing Envelopes & Labels
- Headers & Footers

Increase your productivity at work or home!



Discover how to create professional-looking documents quickly!

Excel 2010 — over 140 lessons**

- Sorting & Filtering
- Spreadsheet Formatting
- Creating Charts
- Entering Formula
- Creating Workbooks
- Entering 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 Office!



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

**Includes 2007 course with similar lesson list.

Realistic

Realistic simulations provide an accurate learning environment so your transition to Office 2010 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.



PowerPoint 2010 — over 110 lessons**

- Creating Presentations
- PowerPoint Views
- Publishing to the Web
- Using Templates
- Adding Images
- Drawing Tools
- Selecting & Grouping
- Adding Tables & Charts
- Using Outline Tools
- Animation Effects



Learn new ways to create high-impact, dynamic presentations quickly.



Become more effective in your communication & organize your calendar, contacts & tasks.

Outlook 2010 — over 110 lessons**

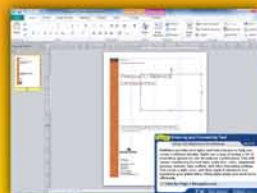
- Using Outlook Views
- Reading E-Mail
- Replying to E-Mail
- Saving Attached Files
- Calendar Views
- Appointments & Events
- Planning Meetings
- Printing Calendars
- Working with Tasks
- Using the Journal
- Adding Contacts
- Creating Notes

Access 2010 — over 120 lessons**

- Creating Databases
- Updating Records
- Sorting & Filtering
- Exporting as a Web Page
- Using Table Wizards
- Working with Queries
- Creating Calculated Fields
- Joining Tables
- Data Access Pages
- Creating a Form



Acquire deeper database knowledge & learn how to track, report, analyze & share information more effectively.



Learn how to create publications for print, web, or email.

Publisher 2010 — over 90 lessons**

- Building Blocks of a Publication
- Creating Publications for Print
- Working with Master Pages
- Inserting Headers and Footers
- Working with Text in a Table
- E-Mailing Publications

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!





Office 2010

Office 2010



Office 2010



Individual Software Inc., 4255 Hopyard Road, #2, Pleasanton, CA 94588-9900
Tech Support: (925) 734-6767 or 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.*

†Office is a registered trademark of Microsoft Corporation in the U.S. and other countries.



Also compatible with Windows® Vista™ or XP SP2



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