



Office 2010 & Windows 7

Professor Teaches®, the leading brand of training, provides realistic, interactive, and complete training for Office 2010 & Windows 7. Build your skills 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.

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!

- ✓ Thousands of Learning Lessons
- ✓ 4 to 8 Hours of Training per Course
- ✓ Beginner to Advanced Lessons
- ✓ Self-Paced Learning Objectives
- ✓ Introductions & Summaries
- ✓ Interactive Exercises
- ✓ Professional Voice Narration
- ✓ Realistic Simulation of Software
- ✓ End-of-Chapter Quiz Questions
- ✓ Checkmarks for Completed Lessons
- ✓ Glossary, Index & Search
- ✓ Professor Answers for Instant Training
- ✓ 16 Courses and Over 800 Lessons

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

Learn from 16 Interactive Tutorials with Hundreds of Learning Lessons!

Office

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

Office Advanced

- Word 2010
- Excel 2010
- PowerPoint 2010

Windows 7

- Ultimate
- Professional
- Home Premium
- Internet Explorer 8

Windows 7 Advanced

- Ultimate
- Professional
- Home Premium

Over 800 Lessons!

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.

Start Learning Today!

Be the first to learn the new features of Office 2010 and Windows 7. Stay current with the latest technology!



Office 2010 & Windows 7⁺

Teach Yourself:

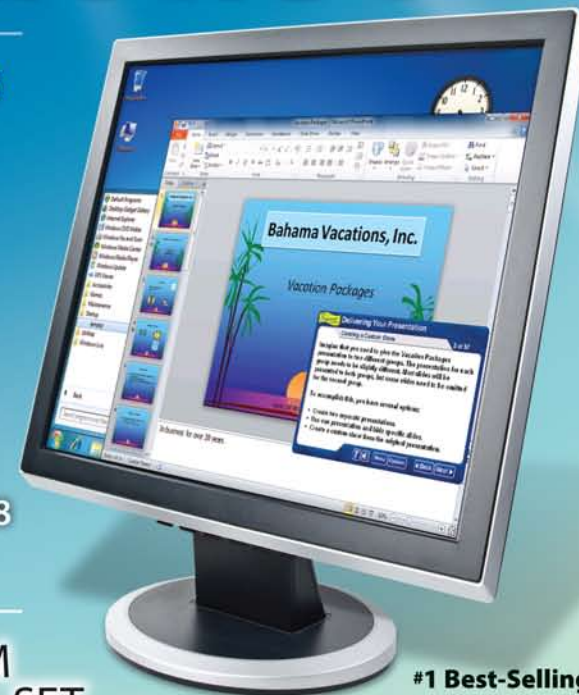
Office 2010

- ✓ Word
- ✓ Excel
- ✓ PowerPoint
- ✓ Outlook & More...

Windows 7

- ✓ Ultimate
- ✓ Professional
- ✓ Home Premium
- ✓ Internet Explorer 8 & More...

See back for complete course list.



16 PROGRAM TUTORIAL SET

#1 Best-Selling
for Over 10 Years*



The most realistic, interactive, & complete training!



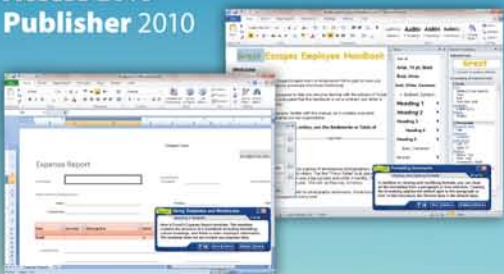
Professor Teaches Office 2010 & Windows 7 is the most complete training available for all your software training needs. This comprehensive tutorial set provides in-depth training on Microsoft Windows 7 and Office 2010, including Word, Excel, PowerPoint, and more. Advanced training will take you to a new level by building expert skills.

Office 2010

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
- Excel 2010
- PowerPoint 2010
- Outlook 2010
- Access 2010
- Publisher 2010

The fastest, easiest way to learn computer skills!



Unique tutorials separate tutorials, just for advanced subjects.

Office 2010 Advanced

Take your skills to the next level with Excel, Word, and Powerpoint and become an expert.

Realistic

Realistic simulations provide an accurate learning environment so your transition to Office & Windows 7 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.



Windows 7

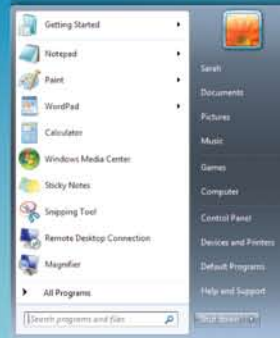
Learning to use Windows 7 simplifies the way you use your PC! Everyday tasks are made easier when you learn the essentials and advanced concepts from Professor Teaches, such as improved desktop navigation, enhanced searching to help you quickly locate your files, and maintaining system security. This fully interactive tutorial is organized for fast and easy learning with practical exercises to build new skills and Windows proficiency.



Increase your productivity at work or home!

Windows 7 Advanced

Reach expert skill level in the newest Windows operating system with the advanced courses.



Internet Explorer

Build your skills and learn everything you need to fully utilize your web browser. Learn to use the exciting new features, from accelerators to the SmartScreen filter, and advanced toolbar searches to tabbed browsing.



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 & Windows 7



Also compatible with Windows® Vista® or XP SP2



Office 2010 & Windows 7



Also compatible with Windows® Vista® or XP SP2



Office 2010 & Windows 7



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

©1999-2010 Individual Software Inc. All rights reserved. Professor, Professor Teaches, Professor Answers and the Individual logo are trademarks of Individual Software. Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks or registered trademarks are the property of their respective holders. USE OF THIS PRODUCT SUBJECT TO THE RESTRICTIONS AND THE LIMITATIONS OF WARRANTY UNDER THE AGREEMENT CONTAINED ON THE SOFTWARE HEREIN.

**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.*

†Office and Windows are registered trademarks of Microsoft Corporation in the U.S. and other countries.

