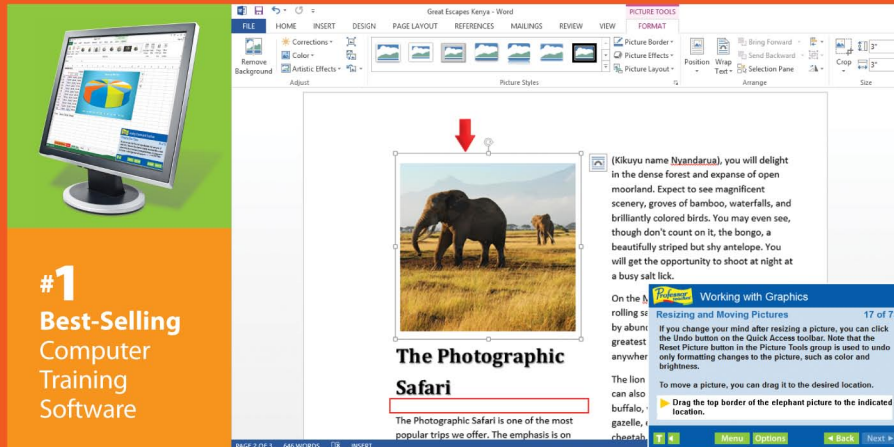




Office 2013

Office 2013



#1
Best-Selling
Computer
Training
Software

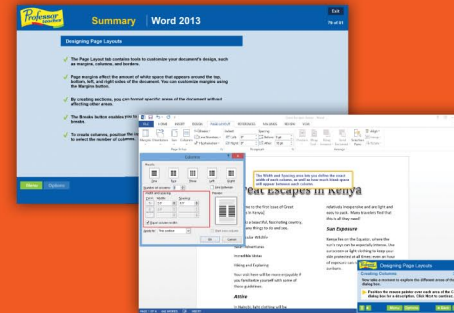
12
Program
Tutorial Set

Teach Yourself Office 2013:

- ✓ Word, Excel, PowerPoint, Outlook, Access and OneNote
- ✓ Bonus Training: Office 2010 Courses

The Most Realistic, Interactive & Complete Training!

Professor Teaches, the leading brand of training, provides realistic, interactive, and complete training for the Office 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.

#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



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 Office 2013 and stay current with the latest technology!

Featured Courses

- Word 2013
- Excel 2013
- PowerPoint 2013
- Outlook 2013
- Access 2013
- OneNote 2013

Bonus Training

- Word 2010
- Excel 2010
- PowerPoint 2010
- Outlook 2010
- Access 2010
- OneNote 2010



The Most Realistic, Interactive & Complete Training!

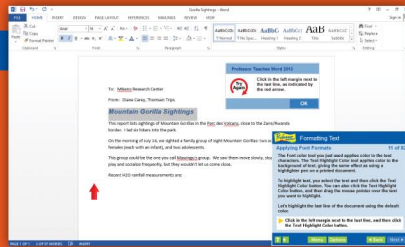
#1 BEST SELLING

Computer Training Software!

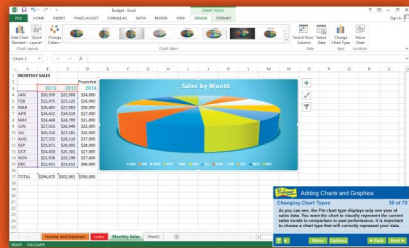
Learn to use the features of Microsoft® Office 2013 to quickly create great-looking documents, spreadsheets, and presentations. Take advantage of powerful new tools for collecting, analyzing, and sharing information. Now, you can build your skills quickly and easily and unlock the power of Office to improve your productivity at home or work.

Word 2013 — 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



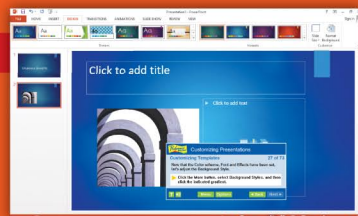
Discover how to create professional-looking documents quickly!



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

Excel 2013 — over 140 lessons**

- Sorting & Filtering
- Spreadsheet Formatting
- Creating Charts
- Entering Formulas
- Creating Workbooks
- Entering Data
- Changing Cell Alignment
- Inserting Graphics
- Using AutoFilter
- Inserting Functions
- Using Financial Functions
- Number Formatting
- Working with AutoComplete
- Changing Styles



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

PowerPoint 2013 — 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

Realistic

Realistic simulations provide an accurate learning environment so your transition to Office 2013 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.



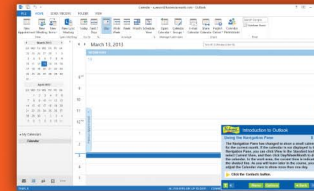
Complete

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



Outlook 2013 — over 110 lessons**

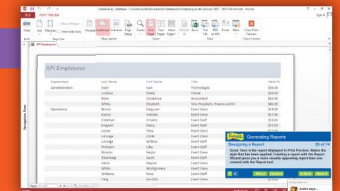
- Using Outlook Views
- Reading E-Mail
- Replying to E-Mail
- Saving Attached Files
- Calendar Views
- Appointments & Events
- Planning Meetings
- Printing Calendars
- Working with Tasks
- Using the Journal



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

Access 2013 — over 120 lessons**

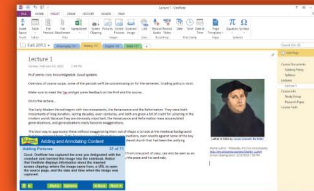
- Creating Databases
- Updating Records
- Sorting & Filtering
- Exporting as a Web Page
- Using Table Wizards
- Working with Queries
- Creating Calculated Fields
- Joining Tables
- Data Access Pages
- Creating a Form



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

OneNote 2013 — over 70 lessons**

- Working with the Ribbon
- Using Dock to Desktop
- Taking and Saving Notes
- Spellchecking Notes
- Creating Unfiled Notes
- Adding Pictures
- Introducing Pen Mode
- Converting Handwriting
- Adding Equations
- Tagging Notes



Learn how to organize, search, and share your ideas and class projects.



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!



**Includes 2010 course with similar lesson list.



Office 2013

Office 2013



Office 2013

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Customer Satisfaction Guarantee: Individual Software guarantees that this product meets our highest quality standards. Also, our FREE technical support is a demonstration of our commitment to Customer Satisfaction. If, for any reason within 30 days of purchase, we cannot ensure that the software will work on your system, we will gladly replace the software, exchange it for another product or refund your money. **FREE Technical Support:** Customers are our #1 Priority! We are located in Pleasanton, California, USA. For initial support, please visit www.individualsoftware.com/support, submit a support request and get a Service ID Number. Knowing your product and issue first prepares us to assist you efficiently and effectively, as we have over 100 products. A technical support professional for your product will respond by e-mail and phone to work with you until your issue is resolved. Our goal is to resolve your technical issue within 24 to 48 hours.



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



all on one

 DVD
 ROM

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

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