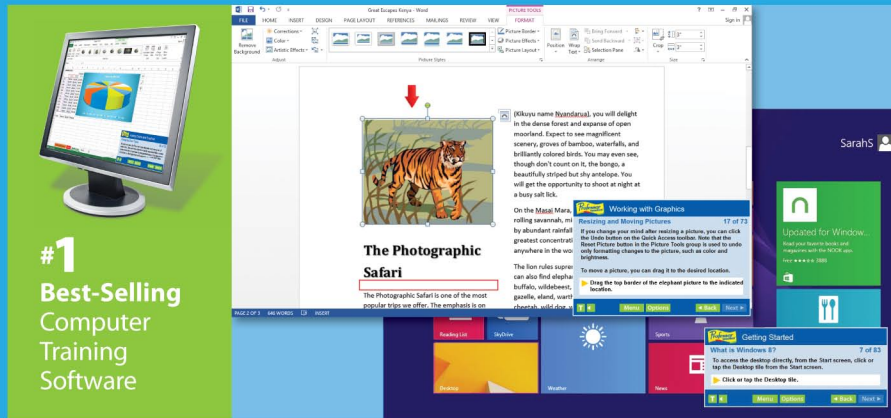




# Office 2013 & Windows 8.1



#1 Best-Selling Computer Training Software

15 Program Tutorial Set

### Teach Yourself:

- ✓ Office 2013: Word, Excel, PowerPoint, Outlook, Access and OneNote
- ✓ Windows 8.1, Internet Explorer & More...
- ✓ Bonus Training: Office 2010 & Windows 7 Courses

The Most Realistic, Interactive & Complete Training!



# Office 2013 & Windows 8.1

Professor Teaches, the leading brand of training, provides realistic, interactive, and complete training for Microsoft Office 2013 and Windows 8.1. Build your skills and learn everything you need, from beginning to advanced topics. This comprehensive tutorial set provides in-depth training on Microsoft Office 2013, Windows 8.1, and Internet Explorer!



Introductions, summaries & end-of-chapter quiz questions all reinforce learning.

Use Windows 8.1 Properties to boot to the Start screen or directly to the desktop.

## Learn from 15 Interactive Tutorials with Over 800 Learning Lessons!

**Office 2013**  
 Word 2013  
 Excel 2013  
 PowerPoint 2013  
 Outlook 2013  
 Access 2013  
 OneNote 2013

**Windows 8.1**  
 Windows 8.1\*  
 Internet Explorer

**Bonus Training**  
 Word 2010  
 Excel 2010  
 PowerPoint 2010  
 Outlook 2010  
 Access 2010  
 OneNote 2010  
 Windows 7\*\*

Visit [www.professorteaches.com](http://www.professorteaches.com) to view a complete listing of the courses and topics for this or other Professor Teaches tutorials. Visit [www.professorteaches.biz](http://www.professorteaches.biz) for multi-user licenses or to request a free trial.

\*Covers both Windows 8.1 and Windows 8.1 Pro \*\*Covers Windows 7 Ultimate, Professional and Home Premium

**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!  
Learn the features of Office 2013 and Windows 8.1 and stay current with the latest technology!



# The Most Realistic, Interactive & Complete Training!

**Professor Teaches® Office 2013 & Windows® 8.1** is the most complete training available for all your software training needs. This comprehensive tutorial set provides in-depth training on Microsoft® Office 2013 and Windows 8.1. Advanced training will take you to a new level by building expert skills. Now you can build your skills quickly and easily and unlock the power of Office and Windows to improve your productivity at home or work.

**#1 BEST SELLING**

Computer Training Software!

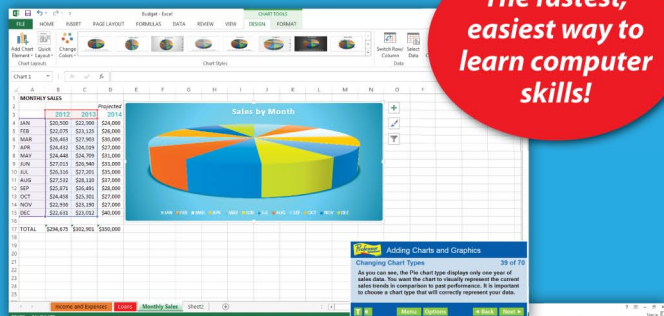


**The fastest, easiest way to learn computer skills!**

## Office 2013

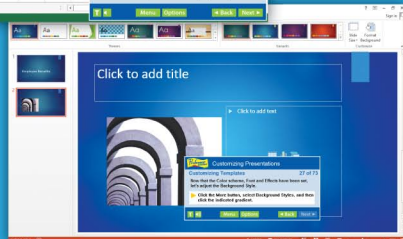
Learn to use the features of Microsoft Office 2013 to create great-looking documents, spreadsheets, and presentations. Take advantage of powerful new tools for collecting, analyzing, and sharing information. Now, you can build your skills quickly and easily and unlock the power of Office to improve your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

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



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

**Each course provides 4 to 8 hours of training!**



Learn new ways to create dynamic presentations.

## Realistic

Realistic simulations provide an accurate learning environment so your transition to Office & Windows 8.1 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.



## Windows 8.1

Windows 8.1 allows you to access and share your information in new ways when you learn the essential concepts from Professor Teaches. Comprehensive training begins with the Start Screen and apps, including how to navigate Windows 8.1, Using Tiles, How to Search, and all topics related to this new front facing interface. Build your skills quickly and easily and unlock the power of Windows 8.1 to improve your productivity at home or work.

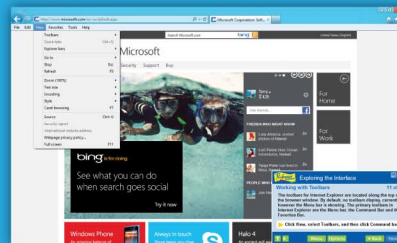


**Increase your productivity at work or home!**

Explore the new Windows 8.1 Pictures Library.

## Internet Explorer

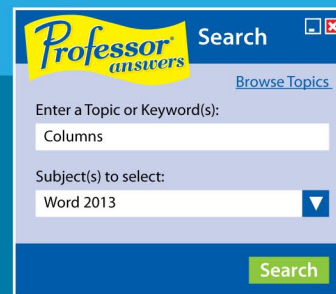
Learn Internet Explorer. Build your skills and learn everything you need to fully utilize your web browser. Learn to use the features of the browser in the Windows 8.1 Interface.



Learn the new features in Internet Explorer.

## 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!





# Office 2013 & Windows 8.1



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



# Office 2013 & Windows 8.1

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Visit [www.professorteaches.biz](http://www.professorteaches.biz)  
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Compatible With  
**Windows 8,**  
Windows 7,  
Vista and XP



## Office 2013 & Windows 8.1

**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](http://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.



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**System Requirements**

- Microsoft® Windows® 8, Windows 7, Vista®, or XP
- Average 150 MB hard drive space available per application
- 1280 x 768, 16-bit color display recommended
- DVD-ROM Drive
- Sound Card • Mouse
- Speakers or headphones
- Internet access for activation

