



# Office Home and Student 2010

## Teach Yourself:

- ✓ Word 2010
- ✓ Excel 2010
- ✓ PowerPoint 2010
- ✓ OneNote 2010



**3 PC Family Pack\*\***  
For noncommercial use

**4 PROGRAM TUTORIAL SET**

**#1 Best-Selling**  
for Over 10 Years\*



# Office Home and Student 2010

For **Students**, Professor Teaches® is the fastest way to learn Microsoft® Office Home & Student 2010, with shortcuts that will get you A+ results! Learn to create outstanding school reports, design impressive presentations, share information for group projects, and more! **Home Users** will discover how easy it is to learn the essential skills of Word, Excel, PowerPoint, and OneNote 2010 to build new knowledge and produce professional-quality projects. Learn to create impressive budgets, organize multiple home projects, track expenses, and more!

## No Other Training is More Complete!

- ✓ Over 200 Lessons
- ✓ 4 to 8 Hours of Training per Course
- ✓ 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

## Learn all of the Features of Office Home & Student 2010 with Professor Teaches!



### Learn How to ...

### For Students

### For Home Users

- Organize and manage projects at home
- Organize and manage class work
- Collaborate with classmates
- Post your school work online and access remotely
- Post, share, and edit notes for group projects online
- Work on projects with others simultaneously
- Create impressive spreadsheets
- Build budgets and track expenses
- Create data charts with Sparklines
- Store your information in one place
- Organize multiple projects in notebooks
- Create multimedia presentations
- Embed and insert video files in presentations
- Create elegant Word documents
- Turn bullet-point lists into SmartArt® graphics
- Capture screenshots and insert into your docs

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## Includes 3 PC Family License\*\*

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 free trials.

\*\* Licensed for installation on up to 3 home PCs. Not for use in any commercial, non-profit, government, school, or academic institution, or for any revenue generating activities.

## Includes 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 training topics you need, right when you need it.



# Increase Your Productivity at School or Home!

## 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.



## Students

Microsoft® Office Home and Student 2010 provides four powerful productivity products to help you achieve success in your class work. Professor Teaches helps you build all the skills you need to use Word, Excel, PowerPoint, and OneNote 2010. There is no faster way to learn to perform the tasks you need to get to the head of the class!

**Increase your productivity for school!**

### Benefits for Students

- ✓ Learn Fast
- ✓ Learn Shortcuts
- ✓ Create A+ Reports and Presentations!

### Learn How To...

- ✓ Create Impressive School Reports
- ✓ Organize and Manage Class Work
- ✓ Design Multimedia Presentations
- ✓ And More!



## Home Users

Professor Teaches training gives you the skills you need to learn the essentials of Word, Excel, PowerPoint, and OneNote 2010. Learn to perform all of the tasks you need to complete family and home projects successfully, like creating budgets, tracking expenses, producing documents and presentations, organizing activities, and more!

**Organize projects & manage budgets at home!**

### Benefits for Home Users

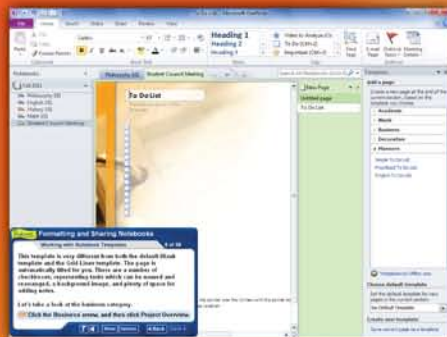
- ✓ Easy to Learn
- ✓ Gain New Knowledge
- ✓ Improve Skills for Home and Work

### Learn How To...

- ✓ Organize Projects in Notebooks
- ✓ Create Budgets and Track Expenses
- ✓ Organize Family Events and Information
- ✓ And More!



Discover how to create impressive school reports quickly!



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



Find out how to easily create spreadsheets to manage budgets and track expenses.



Learn new ways to create dynamic presentations for family, work, or personal projects.

## Word 2010 – over 65 lessons

- How to Create Documents
- Using Templates
- Moving and Copying Text
- Applying Font Formats
- Adding Bullets and Numbering
- Inserting Pictures
- Resizing and Moving Pictures
- Using the Thesaurus
- Correcting Spelling and Grammar
- How to Print Documents
- Saving Documents as Web Pages

## OneNote 2010 – over 35 lessons

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

## Excel 2010 – over 70 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
- Saving a Workbook as a Web Page

## PowerPoint 2010 – over 55 lessons

- Using Grids and Guides
- Managing Files and Folders
- Creating a New Presentation
- Entering Text on a Slide
- Formatting Bullets
- Changing a Slide Layout
- Adding a Picture
- Customizing Templates
- Using the Slide Master
- Adding Transition Effects
- Adding Animation Effects
- Printing Your Presentation
- Broadcasting a Presentation to the Web



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### System Requirements

- Pentium® PC or Higher
- Microsoft® Windows 7, Vista, or XP
- 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 – 2010). Computer Training defined by Individual Software as the NPD Office/Windows Training Category.*

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Also compatible with Windows® Vista® or XP



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