

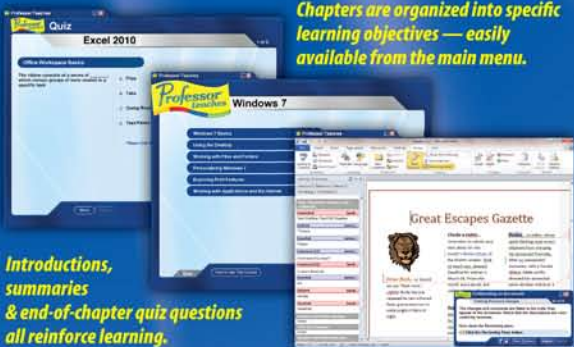
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Professor Teaches®, the leading brand of training, provides realistic, interactive, and complete training for **Office, Windows, QuickBooks, Web Design & Graphics**. Build your skills with 40+ tutorials and learn everything you'll need, from beginning to advanced topics. Each interactive tutorial is organized for fast and easy learning with practical exercises that build skills quickly and effectively.

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OFFICE

- Word 2010
- Word 2010 Advanced
- Excel 2010
- Excel 2010 Advanced
- PowerPoint 2010
- PowerPoint 2010 Advanced
- Outlook 2010
- Access 2010
- Publisher 2010
- Word 2007
- Word 2007 Advanced
- Excel 2007
- Excel 2007 Advanced
- PowerPoint 2007
- PowerPoint 2007 Advanced
- Outlook 2007
- Access 2007
- Publisher 2007

WINDOWS

- Windows 7 (3 Versions)
- Windows 7 Advanced (3 Versions)
- Windows Vista Ultimate & Home Premium
- Windows XP Home Edition & Professional
- Internet Explorer 8
- Home & Small Office Networking
- PC Security Fundamentals

QUICKBOOKS

- QuickBooks 2010
- QuickBooks 2009
- Accounting Fundamentals
- Business Planning

GRAPHICS

- PhotoShop CS4
- Flash CS4
- PhotoShop CS3
- Flash CS3
- Digital Media Fundamentals

WEB

- Dreamweaver CS4
- Dreamweaver CS3
- HTML Fundamentals
- HTML Advanced
- Web Design Fundamentals

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See back for complete course list.



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Office (For Versions 2010 & 2007)

Word & Word Advanced

- Enhance documents with graphics, fonts, tables & graphs.
- Learn to print labels, envelopes & Mail-Merge documents.
- Create an Index, Table of Contents, Headers, Footers & more.

Excel & Excel Advanced

- Build charts, format spreadsheets & analyze Data Tables.
- Create Formulas, Functions, Filters & Cell References.
- Learn time-saving Macros, Templates, even Pivot Tables.

PowerPoint & PowerPoint Advanced

- Learn new ribbon commands & fast keyboard shortcuts.
- Organize slides, graphics & text for perfect presentations.
- Embellish with animation effects, graphics & sound.

Outlook, Access & Publisher

- Organize your contacts, calendar, tasks, events & meetings.
- Track, report, analyze & share information more effectively.
- Design & publish professional-looking marketing material.

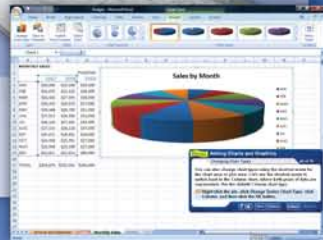
Windows

Windows 7 & Windows 7 Advanced

- Organize, view, & search files in powerful new ways.
- Take advantage of gadgets, themes, photos, music & videos.
- Easily migrate your old PC to Windows 7.

Windows Vista & XP

- Control & manage your computer, printers & other devices.
- Take advantage of the latest features & security updates.
- Schedule back-ups, create shortcuts & manage system tools.



Realistic

Realistic simulations provide an accurate environment so learning each application 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.

QuickBooks

QuickBooks

- Manage your small business accounting and finances.
- Understand document management and multiple list entries.
- Learn how to bank online, use company snapshot, and more.

Accounting & Business

- Learn accounting basics and save time on financial tasks.
- Create estimates and invoices, and manage payroll.
- Forecast sales, manage cash flow, conduct feasibility analyses, and more.



Web & Graphics

Photoshop

- Get creative with Image Layers, filters, and color modes.
- Retouch photos and crop graphics to adjust to the perfect size.
- Optimize files for web pages or e-mails in any format.

Flash

- Learn how to design and produce your own Flash movies.
- Move text objects and animate graphics with Motion Tweens.
- Add audio and video with buttons, sounds, actions, and more.

Dreamweaver

- Design stunning web pages without learning HTML.
- Create pages using properties, Style Sheets, CSS, and XML.
- Insert graphics, effects, Flash, RSS feeds, and much more.

Web Design

- Design, create, layout, and build impressive web sites.
- Learn the secrets of great web pages and advanced features.
- Includes both HTML Fundamentals and Advanced courses.



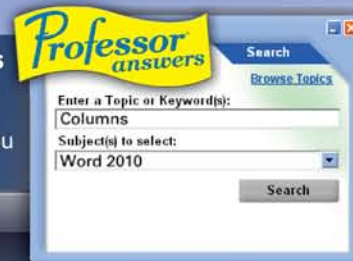
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Includes Beginner, Intermediate & Advanced Lessons!

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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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