



Excel 2010 & Word 2010

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Teach Yourself:

- ✓ Excel 2010
- ✓ Excel 2010 Advanced
- ✓ Word 2010
- ✓ Word 2010 Advanced

Bonus Training:

- Excel 2007
- Excel 2007 Advanced
- Word 2007
- Word 2007 Advanced



8 PROGRAM TUTORIAL SET

#1 Best-Selling
for Over 10 Years*

Professor Teaches®, the leading brand of training, provides realistic, interactive, and complete training for **Excel & Word 2010**. Build your skills and learn everything you 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.

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!

- ✓ Hundreds of Learning Topics
- ✓ 4 to 8 Hours of Training per Course
- ✓ Beginner to Advanced Topics
- ✓ Self-Paced Learning Objectives
- ✓ Introductions & Summaries
- ✓ 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

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

The Most Complete Training Available from the #1 Best-Selling Brand!

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



Discover how to create professional-looking documents quickly!

Start Learning Today!

Be the first to learn the new features of Excel & Word 2010 and stay current with the latest technology!

#1 Best-Selling

For over 10 years, Professor Teaches brand outsold all competitors combined! The NPD Group/ Retail Tracking Service*



#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 Office 2010 and Just-in-Time Training

1st in Interactivity

1st in Accurate Simulations

1st



Excel 2010 & Word 2010



Also compatible with Windows[®] Vista[™] or XP SP2



Excel 2010 & Word 2010



Also compatible with Windows[®] Vista[™] or XP SP2



Excel 2010 & Word 2010[†]



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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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**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. Sales pie chart reflects 2008 – March 2010 data.*

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