



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!

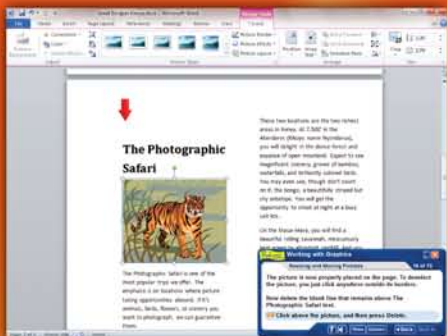
Organize projects & manage budgets at home!

Benefits for Home Users

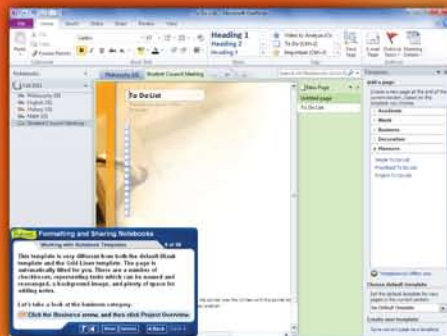
- ✓ Easy to Learn
- ✓ Gain New Knowledge
- ✓ Improve Skills for Home and Work

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

OneNote 2010 – over 35 lessons

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

Excel 2010 – over 70 lessons

- Sorting & Filtering
- Inserting Graphics
- Spreadsheet Formatting
- Using AutoFilter
- Creating Charts
- Inserting Functions
- Entering Formula
- Using Financial Functions
- Creating Workbooks
- Number Formatting
- Entering Data
- Saving a Workbook as a Web Page
- Changing Cell Alignment

PowerPoint 2010 – over 55 lessons

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



Office Home and Student 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
- 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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