

PROFESSOR TEACHES MICROSOFT OFFICE 2003 & 2007, WINDOWS, WEB & GRAPHICS

Professor Teaches® provides realistic, interactive, and complete training for Office, Windows, Web Design and Graphics. Users may build their skills with 50+ tutorials and learn everything they will 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.

Features: Thousands of learning topics

- 5 to 10 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

User will interact to perform the correct action during each exercise for better learning and retention.

Professor Teaches Office is a complete multimedia-training Microsoft application. It offers instruction from beginning to advanced features of each Microsoft Office software program, Microsoft Windows, and several popular Web-creation programs. It offers a comprehensive set of training programs which include hundreds of practical exercises designed to build essential skills quickly and effectively.

Step-by-step interactive instructions make learning easy. Plus, with the included Professor Answers reference feature you can browse all these courses by topic or keyword to quickly access training topics just when you need them. Refresh your memory, brush up your skills, or learn new tips with Professor Answers.

Users will discover how these powerful, self-paced training programs will improve their computer skills, increase their efficiency, and enhance their productivity.

Professor Answers allows you to browse through all the training topics in every Professor Teaches tutorial, or you can search using keywords for just the training you need, right when you need it.

Includes Beginner, Intermediate & Advanced Topics

Easy Learning - Courses are educationally organized into chapters and lessons

- Chapters are organized into specific learning objectives, easily available from the main menu to guide you to success
- Colorful graphics and clear instructions keep you interested
- Professional Voice narration assists retention

Interactive Training - Learn more effectively in an accurately simulated environment that is highly interactive

- Accurate screen presentations, menus and buttons provide an easy transition to the real application
- Step by Step interactive exercises achieve high retention rates
- Practical exercises and examples make learning understandable

Complete & Comprehensive Content - Introductions, summaries and end-of-chapter quiz questions all reinforce learning. All 22 courses use the same design and education methods to ensure consistent quality throughout.

- Each Course covers the most important topics
- 4 to 8 hours of interactive training in each course
- Separate courses for Advanced Microsoft Office Topics are included

Other Unique Features - Learn from the best training available

Office 2007

Learn to use the features of Microsoft Office 2007 to quickly 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 2007 & 2003
- Excel 2007 & 2003
- PowerPoint 2007 & 2003
- Outlook 2007 & 2003
- Access 2007 & 2003

All Microsoft Office versions are designed to meet Microsoft Office Specialist Exam Requirements. All 50+ courses use the same design and education methods to ensure consistent quality throughout. Professor Answers provides true just-in-time learning.

Advanced Training

Learn advanced features of Excel, Word, FrontPage, and PowerPoint, and become an expert.

Professor Answers

Get quick assistance with Professor Answers. Find answers to your questions faster and easier than Microsoft Help. Powerful Search and Browse features are just one click away to help you locate the specific topic training you need, right when you need it. Then, it provides mini-training sessions to give you the knowledge and experience you need immediately.

Windows XP & 2000

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

Windows - Windows Vista (includes courses on all 4 versions)

- Organize, view, & search files in powerful new ways.
- Take advantage of gadgets, themes, photos, music & videos.
- Easily migrate from Windows XP to Windows Vista.

Web & Graphics

Photoshop

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

Flash

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

Dreamweaver

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

Web Design

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

Expression Web

- Import & format text, use templates & add hyperlinks.
- Apply special effects to pictures & create Web page themes.
- Keep your Web site files organized & create an image map.