

Individual

# Professor teaches

#1 Best  
SELLING  
Office Training  
FOR 6 YEARS\*

Microsoft®

# Office 2007™

*The most realistic, interactive & complete training!*

## Teach Yourself:

Word 2007    PowerPoint 2007  
Excel 2007    Outlook 2007  
Access 2007

## BONUS Training:

Word 2003    PowerPoint 2003  
Excel 2003    Publisher 2003  
Access 2003    FrontPage 2003  
Outlook 2003

# 12 PROGRAM TUTORIAL SET

Works with  
Windows  
Vista™



Just-In-Time Learning  
for instant training on  
just the topics you need!

Professor  
teaches

\*See Bottom Panel



Microsoft  
**Office 2007**  
The most realistic, interactive  
& complete training!

- System Requirements**
- Pentium® PC or Higher
  - Microsoft® Windows® Vista, XP or 2000
  - 16 MB RAM available
  - 200 MB Hard Drive space available per application
  - Double Speed CD-ROM Drive
  - 1024 x 768, 16-Bit Color Display
  - Sound Card
  - Speakers or Headphones
  - Mouse



The most realistic, interactive,  
& complete training!



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.

### Realistic

Realistic simulations provide an accurate learning environment so your transition to Office 2007 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.

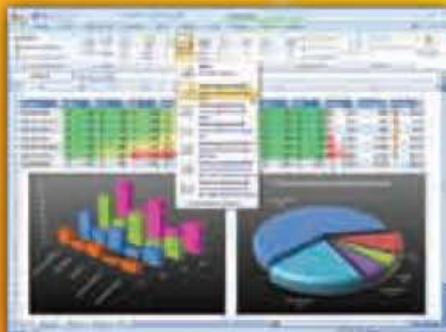
## Word 2007 — over 70 lessons

- Quick Styles
- SmartArt™ Diagrams
- Publish Web Pages
- Bullet & Number Lists
- Spell Checker
- Document Information Panel
- Document Inspector
- Templates
- Borders & Shading
- Columns, Tabs & Alignment
- Images, Tables & Charts
- Printing Envelopes & Labels
- Headers & Footers



Discover how to create professional-looking documents quickly!

Increase your productivity  
at work or home!



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

## Excel 2007 — 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
- Working with AutoComplete
- Changing Styles

The fastest, easiest way  
to learn Microsoft Office!

## PowerPoint 2007 — over 60 lessons

- Creating Presentations
- PowerPoint Views
- Publishing to the Web
- Using Templates
- Adding Images
- Drawing Tools
- Selecting & Grouping
- Adding Tables & Charts
- Using Outline Tools
- Animation Effects



Learn new ways to create high-impact, dynamic presentations quickly.



Become more effective in your communication & organize your calendar, contacts & tasks.

## Outlook 2007 — over 60 lessons

- Using Outlook Views
- Reading E-Mail
- Replying to E-Mail
- Saving Attached Files
- Calendar Views
- Appointments & Events
- Planning Meetings
- Printing Calendars
- Working with Tasks
- Using the Journal
- Adding Contacts
- Creating Notes

## Access 2007 — over 65 lessons

- Creating Databases
- Updating Records
- Sorting & Filtering
- Exporting as a Web Page
- Using Table Wizards
- Working with Queries
- Creating Calculated Fields
- Joining Tables
- Data Access Pages
- Creating a Form
- Designing a Report
- Creating Mailing Labels



Acquire deeper database knowledge & learn how to track, report, analyze & share information more effectively.

## Publisher 2003

- Create advanced publishing documents.
- Design and print marketing materials.
- Print, e-mail, and publish on the Web.

## FrontPage 2003

- Design a professional-looking Web site.
- Learn to add rich, multimedia elements.
- Find out how to publish your site live.

## Get Quick Assistance with 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 topic training you need, right when you need it.



Sits on Your Desktop  
One Easy Click Away!



Individual Software Inc., 4235 Hopyard Road, #2, Pleasanton, CA 94588-6600 Toll-Free Tech Support (800) 331-3333 or www.individualsoftware.com/support  
\*These courses have been approved under the Certport Inc. administered Vendor Approved Courseware program, and are designed to prepare you for separate Microsoft Office Specialist certification test exams. Approved courses include: Microsoft Word 2003, Excel 2003, PowerPoint 2003, Access 2003 and Outlook 2003. Other Professor Teaches courses included in this package have been designed using the same teaching methods and style as the VAC approved courses, but have not yet been tested independently. Microsoft, the Microsoft Office logo, and the Microsoft Office Specialist logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries and are used under license from Microsoft. Individual Software is independent from Microsoft Corporation, or Certport, and not affiliated with Microsoft or Certport in any manner. While these courses may be used in assisting individuals to prepare for a Microsoft Office Specialist exam, Microsoft, Certport, and Individual Software do not warrant that use of these courses will ensure passing a Microsoft Office Specialist exam.  
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# Microsoft® Office 2007

**Professor Teaches®**, the leading brand of training, provides realistic, interactive, and complete training for **Office 2007**. 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
- ✓ 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

*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!

## Start Learning Today!

Be the first to learn the new features of Office 2007 and stay current with the latest technology!

**Word 2007 & 2003**

**Excel 2007 & 2003**

**PowerPoint 2007 & 2003**

**Outlook 2007 & 2003**

**Access 2007 & 2003**

**FrontPage 2003**

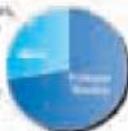
**Publisher 2003**

**Over 700 Lessons!**

Beginner, Intermediate & Advanced Topics

### #1 Best-Selling

For the past 6 years, Professor Teaches brand outdid all competitors combined! The NPD Group, NPD Techworld



### #1 Award-Winning

PC Magazine  
Top 100 CD-ROM's  
Best Home  
Productivity  
Software Program  
Code 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

1<sup>st</sup> with Office 2007 and  
Just-in-Time training  
1<sup>st</sup> in Interactivity  
1<sup>st</sup> in Accurate Simulations

**1<sup>st</sup>**



Microsoft Office Specialist certification is the premier credential used to validate individual desktop productivity skills. The approved courseware in this package was independently tested and approved under an official Microsoft Office Specialist certification program. All 12 included courses use the same design, techniques, and educational methods and are designed to meet skill standards for certification.\*