

MICROSOFT® OFFICE PACK LIBRARY



Make the Most of Your Software Investment

Your staff relies on Microsoft desktop applications to create and distribute spreadsheets, documents, presentations, emails, and more. Whether it's the finance administrator developing budgets or the sales representative emailing a proposal, software is fundamental to the way business is conducted. When used properly, these powerful tools allow your employees to be more efficient and effective, increasing productivity.

That is why we have assembled a comprehensive collection of online training materials—self-study courses, books, and collaboration components—to support your staff with a single, searchable resource. Ideal for application rollouts, individual career development, cross-training, and “Just-in-Time” problem solving for any user.

Ease Your Transition to Microsoft Office 2010

Planning on upgrading your organization to Office 2010? Perhaps you have already transitioned from an earlier version to 2010. We can help you leverage your software investment by giving your staff the learning resource they need to quickly get up to speed. Designed to acquaint learners with all of the new features and tools as well as the new interface, transition courses cover Office, Access, Excel, Outlook, PowerPoint, and Word.

From the Novice to the Expert, This Pack Has You Covered

One size does not fit all! Microsoft Office is a multifaceted software suite that can be used at basic and more advanced levels, depending on user need and the sophistication a task or project requires. That's why we have created three course levels for all of the most popular applications.

Level 1: Beginners will explore features and expand their capabilities while they learn to create and modify basic files.

Level 2: These intermediate-level courses are for learners who are ready to go beyond the basics and enhance their files by using more advanced features.

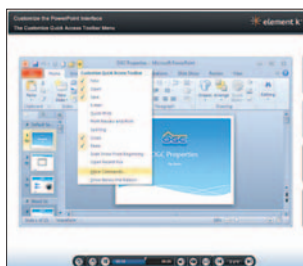
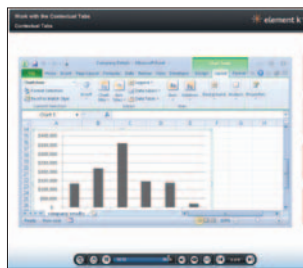
Level 3: Advanced users will extend their knowledge into higher-level and more specialized capabilities to create, manage, and revise large, complex files and present their information in a more sophisticated manner.

Learn to Use Specific Features and Perform Popular Tasks

Is there a particular task that you have heard of, but can't perform? We offer dozens of topic- and task-driven courses designed to fill in holes in a user's application knowledge.

To find out more visit www.elementk.com or call 1.800.434.3466

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More Thorough Support

- Interactive demos integrated into the learning process
- Integrated online reference tools and virtual labs
- The most relevant books on programming and web development
- KnowledgeShare threaded message boards enable feedback and assistance

More Applications

- Access
- Excel
- Outlook
- PowerPoint
- Word
- FrontPage
- InfoPath
- Publisher
- SharePoint

More Versions

Many organizations run two or even three versions of Microsoft software. That's why we support numerous versions of this popular suite—giving you the knowledge you need. Supported versions include: 1997, 1998 (Macintosh), 2000, 2002 (Office XP), 2003, 2004 (Macintosh), 2007, 2008 (Macintosh), 2010.

Operating System Support

- Windows Vista
- Windows 7

Worldwide Certification Support

The Element K Office Productivity Library fully supports the training objectives for the Microsoft Official Specialist Program (specifically with the Office 2003 course suite), and the Microsoft Certified Application Specialist (especially for the office 2007 course suite), and has attained the MOS/MCAS stamp of approval.

