

IMPROVE YOUR PRODUCTIVITY AT WORK!

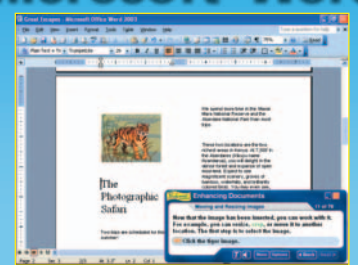
Typing

for Business™

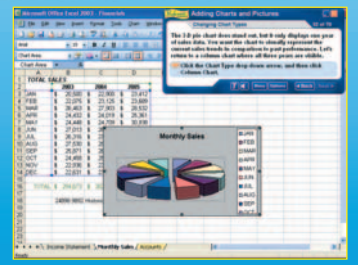


Professor teaches

Microsoft® Word



Microsoft® Excel



3
Award
Winning
Programs™

Three red stars arranged horizontally below the text.

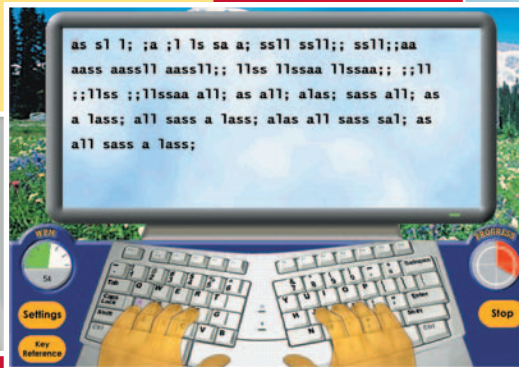
Build Essential Business

By combining effective instructional techniques with easy-to-use menus, you'll learn touch typing quickly and easily. *Typing For Business* also adds fun and challenge to the process of learning to type with timed tests, eight exciting typing games, and interesting articles for practice.

Learn the right touch

Start by selecting or testing your skill level – Typing for Business automatically suggests the right lessons for you, whether you're a beginner or you just need to sharpen your skills.

- Learn the correct finger-to-key positioning and begin typing without looking at the keys - includes positioning for both the standard and split keyboards and the 10-key keypad.
- Proven touch-typing teaching methods incorporate double key-stroking, instant feedback, and a step-by-step educational design.
- Watch your WPM increase as you type and use music to develop your typing rhythm.



Increase speed and accuracy

Build speed and accuracy through typing tests of varying length and difficulty. Tests are designed to measure your new skills with the keys you've just learned, or to help you increase skills in specific areas.

- Build your speed with timed typing tests, build your stamina with non-timed tests and lessons.
- Choose from a variety of tests including random words, complete sentences, or other specially designed tests.
- Assess your level of advancement using tests, such as the Expert Touch Typist Test.
- Create your own lessons and tests using your own material.



Typing^{DELUXE} for Business™

Award Winning Software*



Skills Fast and Easy

Improve using results and feedback

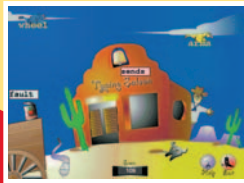
After you complete any of the typing lessons, tests, or articles, you get immediate feedback on your speed (WPM) and accuracy percentage. Each result is saved for your further review.

- Examine all or a portion of your saved results to determine speed and accuracy trends.
- View or print results to assess strong and weak areas.
- Assess specific key-stroking data by hand, finger, row, and key.



Practice with games and articles

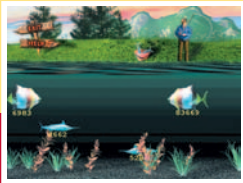
- Eight exciting typing games challenge you to improve your typing skills.
- Magazines offer a variety of articles and short stories.
- With over 250 interesting articles to choose from, there is something for everyone.



Wild West



Erik the Viking



Gone Fishin'



Cliffhanger



Professor
teaches

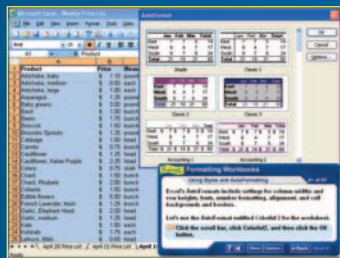
Professor Teaches Word and Excel offers you the most comprehensive training available for Microsoft Word and Excel.

These tutorials cover the most important topics and offer practical exercises designed to build your skills quickly.

Excel 2003

62 learning topics:

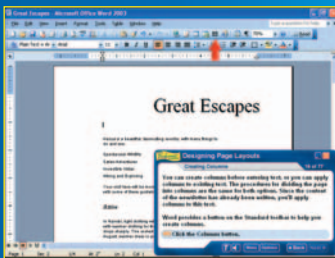
- Creating Workbooks
- Entering Data
- Inserting Functions
- Evaluating Formulas
- Linking Formulas
- Using Financial Functions
- Number Formatting
- Formatting Text
- Working with AutoComplete
- Styles and AutoFormatting and More!



Word 2003

59 learning topics:

- Creating Documents
- Using Templates
- Font Formatting
- Working with Tabs
- Applying Styles
- Creating Columns
- Borders and Shading
- Inserting Images
- Creating Charts
- Formatting Tables and More!



Each tutorial provides 4-8 hours of training.

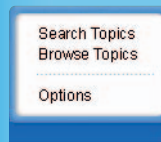
Includes

Professor
answers

Just-in-Time Training

Professor Answers is more useful than Microsoft Help. It provides learning just when you need it.

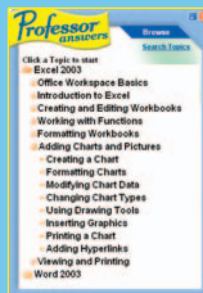
Improve your productivity while using Microsoft® Word and Excel applications.



Sits on your desktop one click away.

Professor Answers

12:00 PM



Search Topics OR Browse Topics

- SYSTEM REQUIREMENTS**
- Pentium® class PC or higher
 - Microsoft® Windows® XP, Me, 2000, NT, or 98
 - 16 MB RAM available
 - Hard Drive Space: 18 MB Min., 195 MB Full Install
 - 2x CD-ROM Drive
 - 800 x 600, 16 Bit or higher display
 - Sound Card
 - Speakers or Headphones
 - Mouse
- REQUIRED FOR TYPING GAMES**
- DirectX®8 - compatible video card

Toll-Free Technical Support and Customer Service: (800) 331-3313
www.individualsoftware.com/support

* Typing Instructor Deluxe has won numerous awards. This version of Typing for Business was derived from the same technologies and teaching methods used in Typing Instructor Deluxe.

** The NPD Group/NPD Techworld - Unit and dollar sales (2001 - March 2005) Professor Teaches brand.

Individual SOFTWARE

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Proof of Purchase UPC

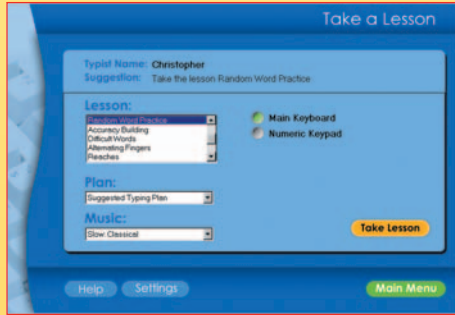
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Improve your productivity at work!

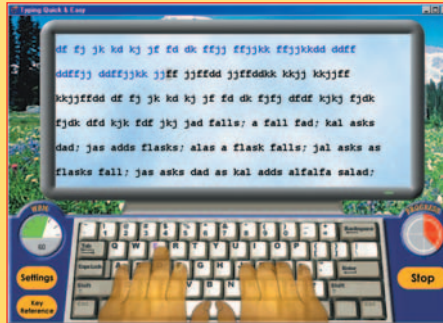
Getting ahead in your career means improving your productivity. *Typing for Business* will improve your typing skills, while *Professor Teaches Word and Excel* improves your skills with the most important applications in Microsoft Office.

Build Basic Typing Skills



Follow the Next Step in the typing plan, or select from the Lesson list.

Type a lesson with or without the on-screen guide hands and keyboard and determine your WPM and accuracy.



Improve Speed and Accuracy with Tests and Results



Using timed or untimed test material designed to reinforce your lessons.



Examine your personal results to adjust your learning steps.

TYPING FEATURES

PLANS

- Built-in Typing Plans
- Proven suggested Next Step plans for faster learning

LESSONS

- Structured Touch Typing content
- 10-key content included
- Over 50 choices of music
- Guide Hands for split and standard keyboard
- Turn Guide Hands off for No-Look Learning

TESTS

- A wide variety of test material
- Timed tests
- Advancement levels tested
- Colorful photos and music

SAVED RESULTS AND PROGRESS

- Instant feedback on WPM and accuracy
- Results of all activities are saved
- Progress reports by key, finger, hand, and row
- Bar, line, and stacked graphs
- Print results and Certificates of Achievement

PRACTICE MATERIAL

- Over 250 practice articles on a variety of topics

GAMES

- Eight high-quality typing games to challenge your skills
- Beginner, Learned Keys, and Advanced levels
- Keyboard and 10-key challenges

PERSONALIZE

- Create your own lessons and tests
- Add you own music
- Import or create Personal Magazine Articles

WORD & EXCEL TUTORIAL FEATURES

CHAPTERS

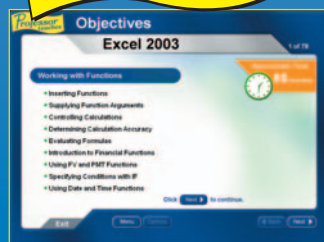
- Sets Learning Objectives
- Building Block Method
- Accurate Simulations
- Professional Voice Narration
- Quizzes
- Summaries

NAVIGATION AND SUPPORT

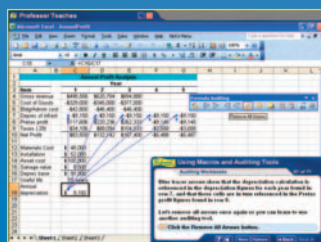
- Main Menu
- Topic Index
- How-to Chapter
- Glossary
- Professor Answers



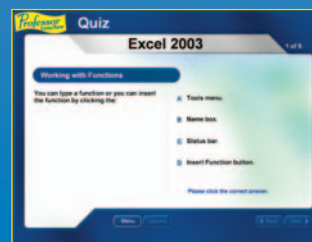
Easy, Interactive, and Complete Training



Each chapter is organized into learning objectives



Practice in accurate simulation of the software environment.



Chapter Quiz questions reinforce learning.

Guaranteed to Improve Your Productivity with Word and Excel!

Beginners and experts alike will learn new skills in an interactive training environment and with Just-in-Time Training provided by Professor Answers.