Typing Instructor™
for Business

Also Includes:

Professor teaches

Microsoft® Word 2007

Microsoft® Word 2007 Advanced

3 Award Winning Programs

Individual SOFTWARE

Getting ahead in your career means improving your productivity. *Typing Instructor for Business* will improve your typing skills, while *Professor Teaches Word* improves your skills with one of the most important applications in Microsoft Office.
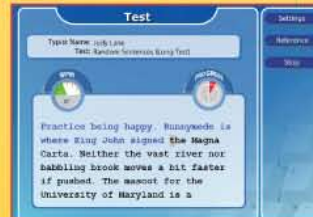
Build Basic Typing Skills

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

Follow the Next Step in the Typing Plan, or select from the Lesson list.

Improve Speed & Accuracy with Tests & Results

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

Examine your personal results to adjust your learning steps.

Professor teaches Easy, Interactive & 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!
Beginners and experts alike will learn new skills in an interactive training environment and with Just-in-Time Training provided by Professor Answers.

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

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

WORD TUTORIAL FEATURES

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

NAVIGATION AND SUPPORT
- Main Menu
- How-to Chapter
- Glossary
- Professor Answers
- Topic Index

Build Essential Business Skills Fast and Easy

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

Learn the right touch

Start by selecting or testing your skill level – Typing Instructor 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.
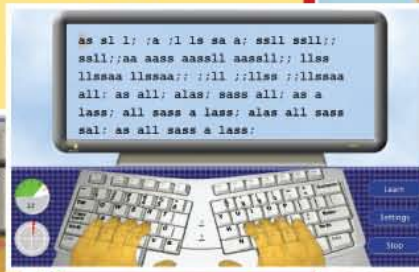
Increase speed and accuracy

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 advancement using tests, such as the Expert Touch Typist Test.
• Create your own lessons and tests using your own material.
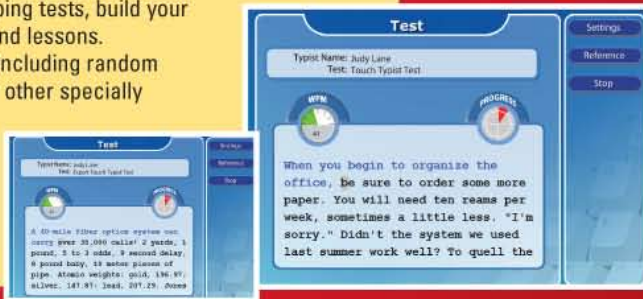
Improve using results and feedback

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

• Four 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 Word and Word Advanced offers you the most comprehensive training available for Microsoft Word. These tutorials cover the most important topics and offer practical exercises designed to build your skills quickly.

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 applications.

Word 2007
69 learning topics:
• Creating Documents
• Using Templates
• Font Formatting
• Working with Tabs
• Applying Styles
• Creating Columns
• Borders and Shading
• Inserting Images
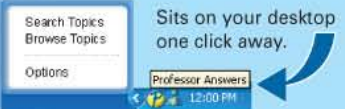• Creating Charts
• Formatting Tables and More!

Word 2007 Advanced
48 learning topics:
• Creating a Master Document
• Building a Table of Contents
• Styles
• Footnotes and Endnotes
• Creating, and Moving Graphics
• Using Mail Merge
• Data Sources
• Using Merge Fields
• Generating Mailing Labels
• Using Macros
• Using Hyperlinks and More!

Search Topics
Browse Topics
Options

Sits on your desktop one click away.

Each tutorial provides 4-8 hours of training.

Search Topics   OR   Browse Topics

Typing Instructor™

for Business

Designed for
Microsoft®
Windows® XP
Windows® 2000

Award Winning Software'

Best Seller
#1
OFFICE TRAINING

EDDIE
FINALIST

Editor's
Choice
Computer Times,
coolcomputertimes.com

EDDIE
AWARDS

Best Educational Software A▲
2003-04 WINNER
BESSIE AWARDS
ComputED Gazette, Carlsbad, CA

Works with
Windows
® Vista™

SYSTEM REQUIREMENTS
• Pentium® class PC or higher
• Microsoft® Windows® Vista, XP,
or 2000
• CD-ROM Drive
• 200 MB Hard Drive Space
Available per Application
• Sound Card
• Speakers or Headphones
• Mouse
Typing Instructor for Business
• 800 x 600, 16 Bit or higher display
Professor Teaches
• 1024 x 768, 16 Bit