



Office Productivity Library

Office productivity software is packed with ways to save time and do more, but most users tap into only a fraction of the power. Learn to unlock the features and shortcuts—and watch productivity soar.

Unlimited access to interactive courses on Microsoft® Office Word, Excel, Access & more

Powerful solution for training administration and reporting

Proven cost-effective answer to ongoing training needs.

Our customers love our interactive online training solutions. We take complex software and break down learning into easy, manageable Web-based modules that typically take under 5 minutes to master. Now we've brought our innovative and proven e-learning technology from prepress and graphic arts to the front office, giving you a seamless corporate training solution for production and administration.

With PTS Office Productivity Library, you use the same robust Learning Management System (LMS) to assign curricula, test, and track staff progress. All you need to train is Web access – so students can take a course anytime, anywhere – nothing to download, nothing to install.

Measurable Benefits

Exceptionally low cost

- Low per-user annual subscription for entire library
- No travel or material costs
- No software to buy or maintain
- Unlimited course review and reference

Higher productivity, profitability

- Identify top employee candidates by pre-testing
- Target training to job roles
- Sharpen skills with on-going education
- Ensure consistent, job-specific training companywide
- Increase learning retention with training interactivity

Efficient for high ROI

- Assign only skills needed by individual or department
- Courseware available 24/7 from any Web connection
- Most modules under 5 minutes – fit in around daily priorities

Robust Features

Learning Management System

- Automates administration and curricula customization
- Assign, track, and manage learning by individual, department, or site
- Analyze progress, produce reports, issue training alerts

Comprehensive testing

- Pre-tests identify training requirements
- Post-tests measure progress and certify skills

On-the-job learning aid

- On-demand task help
- Self-pacing and book-marking

How does our training work?

1. Train at any Web-enabled computer 24/7.
2. Test out of familiar topics.
3. Complete brief modules targeted to your needs.
4. Take a short post-test to measure gains, then review or advance.

Ready to get started?

Contact us:

sales@prepresstraining.com

Toll free 800.355.6429

Outside US/CAN 812.355.3030

www.prepresstraining.com



Prepress Training Solution

800.355.6429

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Office Productivity Library

Annual library access \$200/user

Volume discounts available.

Microsoft Excel 2003: Introduction

(3- to 7-min. modules)

Basic Terminology
Enter and Modify Worksheet Data
Navigation and Pane Freezing
Select and Enter Data into Range
Intro to Text and Number Formatting
Number Formatting
Insert Rows, Columns and Cell Ranges
Introduction to Formulas
Using Built-in Functions
Move and Copy Data
Using Relative and Absolute References
Printing Overview
Integrating Multiple Worksheets

Microsoft Excel 2003: Formatting, Charts & Data Capture (4- to 9-min. modules)

Basics of Sorting Data
Using AutoFilter
Introduction to Charts
Formatting Chart Labels and Title
Using Colors, Labels, Dynamic Titles
Formatting Worksheets
Text Alignment and Rotation
Creating and Using Styles
Using Multiple Worksheets & Cell Naming
Find/Replace and Comments
Protecting Workbooks

Microsoft Word 2003: Introduction

(1- to 6-min. modules)

Introduction to Microsoft Word
Selecting and Inserting Text
Moving Around a Document
Moving and Copying Text
Formatting Text in a Document
Paragraph Formatting
Printing a Document
AutoCorrect and Proofing Tools
Working with Tabs and Indents
Working with Indents and Bulleting
Working with Page Margins
Working with Page Breaks

Don't see a course you need?

We're building our library fast and want to know what you need. Please send requests to suggestions@prepresstraining.com

Microsoft Word 2003: Tables, Styles & Long Document Formatting

(3- to 5-min. modules)

Adding Headers and Footers
Creating Footnotes and Endnotes
Creating and Applying Styles
Insert a Table of Contents
Create a Document Index
Using Bookmarks and Cross References
Formatting Text into Columns
Formatting Documents
Creating Tables
Adding Formulas to Word Tables
Formatting Tables in Word
Adding Clip Art and Objects as Files

Microsoft PowerPoint 2003: Introduction

(2- to 5-min. modules)

Basic Application Navigation
Create a New Presentation
Apply Template and Modify Color
Formatting Text
Modify Slide Layout and Add Clip Art
Add a Chart
Add an Organization Chart
Print a Presentation
Working with Notes
Add Transition Effects
Modify Slide Master, Add Header/Footer Text

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