



An Element K e-Learning Product
Brief for your Enterprise

content

Worldwide certification support

The Element K Office Pack Library fully supports the training objectives for the Microsoft Official Specialist Program (specifically with the Office 2003 course suite), and has attained the MOS stamp of approval.

Reference tools and support

Element K's integration of online reference tools with courses, including a custom collection of the most relevant books on technology topics, is unmatched in the industry. Popular courses are available in a collaborative format with access to an instructor, in addition to the convenient and highly regarded self-study format. And topical "discussions" happen virtually through Element K KnowledgeShare threaded message boards, designed to give students a place to get peer feedback and assistance.

Microsoft® Office Pack Library

Microsoft desktop application training – spreadsheets, word processing, presentations, mail tools, and more

Element K® offers a comprehensive library of online courses and reference materials for the entire enterprise. Business professionals and support personnel will benefit from the Microsoft desktop applications training that is featured in this collection. The library is optimal for large organizations with diverse job functions that might have multiple applications, mail tools, and OS versions being utilized simultaneously. Purchasing is simplified by providing broad course access to all applications and versions at a competitive price, so mapping training programs to the needs of individuals is not required at the time of purchase. Ideal for application rollouts, individual career development, cross-training, and "Just-in-Time" problem solving for any PC user.

Derive more value from computer investments with improved productivity

More and more, today's office professionals rely on computers and associated software to complete their tasks in a professional and timely way. Whether it's the finance administrator developing budgets, the operations manager documenting procedures, or the field sales representative e-mailing a proposal to a new prospect, PCs and applications are now fundamental to the way businesses is conducted. That is why Element K has assembled a comprehensive collection of online training materials – self-study courses, books, and collaboration components – to support all of these workers with a single, searchable resource. This library covers six relevant categories:

- **Microsoft Excel** Used to organize, manipulate, graph, and display data, spreadsheet applications have become pervasive in all business functions with analytical responsibilities.
- **Microsoft Word** Perhaps the most common desktop applications today, word processing programs are utilized by virtually all PC users to author or edit documents such as corporate and HR policies, operational procedures, sales proposals and marketing briefs, as well as both internal and external communications.
- **Microsoft Powerpoint** Developing presentations and publishing internal or customer communications like newsletters is becoming an expectation for professionals in all departments.

- **Microsoft Access** Many professionals organize and track significant quantities of data such as product information, business transactions, and customer profiles.
- **Microsoft Outlook** Recent increases in business productivity are due in part to the improved information sharing afforded by electronic communications tools such as e-mail.
- **Microsoft FrontPage** Creating and hosting web pages is a proactive way to participate on the Internet.

More applications and more versions mean more thorough support

The library is both broad and deep in its content – not only because it spans all of the Microsoft Office Suite applications – but also through the inclusion of legacy versions as well as the latest releases. So training and support are available for the PC as it exists today – and when an upgrade is imminent – materials to support the new configuration are included and ready to be accessed. What if different groups or departments are running different versions? No problem. This library makes all courses available to all users so each person can access exactly what they need when they need it.

Element K delivers Learning Solutions that combine our core assets — catalog e-Learning, platform, courseware, custom content, system integration and services

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