



## How iWorker Series Benefits You:

- Increase your productivity
- Accomplish real-life business objectives
- Helps meet the organizational demands in your job

## Microsoft Information Worker Series

### *The power of integrating real-world business skills for the new world of work.*

The new Microsoft® iWorker Series helps you become more productive in your job, so you can work smarter, not harder. Even if you already know how to use Microsoft® Office System applications, what you need is a way to use those applications to more efficiently manage, work with, and prioritize information to make better decisions and be more productive.

Unlike traditional desktop application training, the Series combines both business and software skills into one integrated, engaging experience that helps increase your productivity with the Microsoft Office 2003 programs you use every day.

#### **Benefits of iWorker to the Professional**

- Learn not only technical skills but solutions to real-life business objectives
- Learn how the applications you already use can help you meet the demands of your jobs
- Courses are designed as half-day sessions, which take little time away from work

#### **Benefits of iWorker for the Corporation**

- Helps your team become more productive in their jobs, so they can work faster, smarter, and more effectively
- Through real-world scenarios, these courses teach how to create more effective presentations, forecast and analyze trends, set up projects for success, or manage critical business information
- Courses are available in flexible formats: instructor-led, eLearning, or a combination that best meets corporation and individuals' learning preferences

#### **New Horizons Integrated Learning® Combines Multiple Learning Methods for More Effective Results**

New Horizons will bring immediate value to your organization through our Integrated Learning approach, which encompasses more than just "taking a class." It's a complete method of training, reinforcing, supporting and validating learning through flexible delivery options including Classroom Learning, Online LIVE Learning, Online ANYTIME Learning, and Mentored Learning.

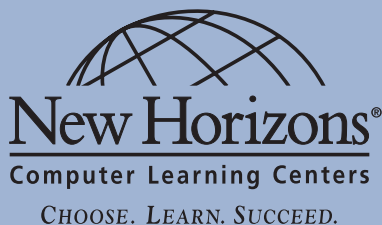
Our learning solution has the ability to assess the skills of individuals before and after class and provides post-class resources to increase knowledge retention, thereby offering a better return on your investment of time and money. Students have access to electronic courseware and Online ANYTIME tutorials, vLabs featuring hands-on experience with real equipment, practice exams, our online interactive technical reference library and more. And, don't forget, courses may be retaken for up to six months from the original class date, absolutely free.

#### **Learn from the Leader**

With over 20 years experience, more than 250 training centers in over 50 countries and over 2,200 instructors, New Horizons is the world leader in computer training.

#### **Start Your Career Today**

To register for courses or for more information, talk with your Account Executive or visit us online at [www.newhorizons.com](http://www.newhorizons.com).



If you are a...	...consider these Microsoft Business Skills Series courses
<p>Sales director, marketing manager, researcher, legal council, or anyone who relies on presentations, proposals, and complex documents to communicate.</p>	<p><b>Course 4007: Creating Effective Presentations Using Microsoft Office PowerPoint® 2003</b>                      Opens up new creative possibilities for improving live presentations using Microsoft Office PowerPoint. Students will be able to identify common problems in presentations, and apply powerful techniques that can have a big impact on the effectiveness of the presentation.</p> <p><b>Course 4008: Building Better Microsoft Office Word 2003 Documents in Less Time</b>                      Provides experienced Microsoft Office Word users with a practical, hands-on understanding of Word concepts and the core foundation to begin working more effectively with Microsoft Office Word at an advanced level. Students will learn how to create or edit complex documents more effectively in less time, and understand the underlying concepts of Microsoft Office Word in order to take on unfamiliar tasks more confidently and efficiently.</p>
<p>Project manager, administrative assistant, support staff, or anyone who plans, schedules, and allocates resources.</p>	<p><b>Course 4006: Time and Task Management Using Microsoft Office Outlook® 2003</b>                      Provides a better understanding of how to manage time more effectively, define tasks more accurately, and process incoming information more efficiently. Students will understand how to make e-mail more useful and get faster, more accurate responses, use drag-and-drop techniques to instantly convert e-mail into calendar events or tasks, and properly manage time and tasks in one central location.</p> <p><b>Course 4009: Setting Up Projects for Success Using Microsoft Office Project 2003</b>                      Provides experienced project managers with a better understanding of how to improve project results by using Microsoft Office Project 2003 and other Microsoft Office applications as effective business enablers. Students will be able to quickly set up project plans that communicate key project information to the entire project team, develop schedules that communicate the project tasks effectively and accurately, and assign resources to tasks to obtain the desired results.</p> <p><b>Course 4001: Team Collaboration Using Microsoft Windows® SharePoint® Services</b>                      Provides experienced business professionals with a better understanding of how to improve team collaboration by using Microsoft Windows SharePoint Services 2.0 and other Microsoft Office 2003 applications. Students will learn to describe current trends in team collaboration and its role in helping organizations to achieve business objectives, and identify and resolve problems that can threaten team success.</p>
<p>Manager, marketer, entrepreneur, or experienced business professional, particularly in a small to mid-size business.</p>	<p><b>Course 4010: E-Commerce Proficiency: Online Merchandising Using Microsoft Office FrontPage® 2003</b>                      Provides experienced Microsoft Office FrontPage users with a practical understanding of how to improve e-commerce sales through effective online merchandising. Students will be able to organize the site's navigation, effectively lay out product pages, plan and prioritize content areas to boost sales, and analyze traffic and sales data.</p>
<p>Financial analyst, project manager, accountant, business owner, or anyone who regularly uses Microsoft Office Excel.</p>	<p><b>Course 4002: Forecasting and Trend Analysis Using Microsoft Office Excel® 2003</b>                      Provides experienced Microsoft Office Excel users with a practical understanding of advanced data forecasting and charting techniques. It examines the risks and benefits of forecasting, teaches different forecasting and trending methods, and explores ways to maximize profit potential. Students will learn to create formula-based data forecasts, establish target values, and define and solve problems.</p> <p><b>Course 4003: Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions</b>                      Through hands-on activities, teaches some of the most effective techniques in data summary and display. It covers the role of business intelligence in today's workplace, and introduces the power of Microsoft Office Excel in business intelligence analysis. Student will understand the role business intelligence plays in organizational planning and explain how to extend business intelligence analysis beyond the spreadsheet.</p>
<p>Business analyst, finance professional, human resources manager, or experienced Microsoft Office Access user.</p>	<p><b>Course 4004: Managing Critical Business Information Using Microsoft Office Access 2003</b>                      Provides experienced Microsoft Office Access users with a stronger relational database foundation. It brings home relational database concepts and teaches how to employ powerful techniques using Microsoft Office Access in gathering, organizing, and reporting of information vital to your business. Students will learn to create solid relational database structures, import data of various formats, and generate powerful and flexible reports for management.</p> <p><b>Course 4005: Beyond the Spreadsheet: Managing Financial Information Using Microsoft Office Access 2003</b>                      Demonstrates the power of Microsoft Office Access as a financial data management and analysis tool, and provides students enhanced skills for gathering, organizing, and reporting vital business information. Students will discover how to create solid relational database structures, and use appropriate techniques for querying information as various business needs arise.</p>