

Microsoft® Office System Training

Empower your most valuable asset by training your staff on the system they use most

With the evolution of the Microsoft Office System, new and familiar products, features and functionality have been enhanced to improve how people and organizations connect to co-workers, information and business processes. All of this enables your organization to easily transform information into business value.

Have You Ever Asked Yourself...

- How much faster could your employees complete projects with real-time access to business information, colleagues and data?
- What is the cost of not protecting your business documents from intentional or accidental changes without your knowledge?
- Are your people making the most of your existing investment in business systems?

All This and More is Possible Using the Software that is Already Familiar to Your Employees

More than a product upgrade, Microsoft Office System is a complete solution to achieve your business goals. And with the right training provided through New Horizons, you can instantly impact your organization's bottom line.

What Will You Gain from Implementing Microsoft Office System Training Throughout Your Organization?

- Immediately respond and manage changes in the marketplace through streamlined and automated processes
- Increase the speed and agility of information received and distributed to improve communication and collaboration among teams, organizations, partners and customers
- Make better decisions and take more effective action by providing people throughout your organization with better visibility and deeper insights into business information
- Transform information into business impact by empowering individuals to contribute in an increasingly demanding business environment, with easy-to-use tools and access to information on-demand

But We've Been Using Microsoft Office for Years, Why Would We Need Training Now?

Over the last two decades, organizations have changed the way they do business, but not necessarily the way they use their software. In order to succeed in the world of high-volume information, individuals, teams and organizations need to find new ways to maximize the impact of this information. Microsoft reacted to this need and revolutionized Microsoft Office to help you succeed in today's business environment.

With these new capabilities, functions and enhancements provided in the Microsoft Office System, your business needs to get up to speed quickly on how to use them to create real business value. You can eliminate training downtime and create more productive employees through effective Microsoft Office System training offered by New Horizons.

Who Should Take Training on Microsoft Office System?

Every individual and company currently using the Microsoft Office Suite; every individual entering or re-entering the workforce or just needing to update their desktop skills.



Microsoft Office System Training Will Help:

- *Improve communications*
- *Increase productivity*
- *Enhance decision-making*
- *Streamline and automate processes*
- *Impact the bottom line*

New Horizons Provides the Right Microsoft Office System Training for the Right Audience:

The Microsoft Office System			
Core Office Client Desktop	Applications		Complementary Products to the Microsoft Office System
Microsoft Office 2003 Microsoft® Office Word 2003 Microsoft® Office Excel 2003 Microsoft® Office Outlook® 2003 Microsoft® Office PowerPoint® 2003 Microsoft® Office Access 2003	Microsoft® Office InfoPath™ 2003	Microsoft® Office OneNote™ 2003	Windows® Server 2003
			SharePoint™ Services
	Microsoft® Office FrontPage® 2003	Microsoft® Office Publisher 2003	Office Live Communication Server 2003
			SharePoint Portal Server 2003
	Microsoft® Office Visio® 2003	Microsoft® Project 2003	Microsoft® Exchange Server
			Microsoft® Project Server
XML & Microsoft Office Live Meeting Web Services			
Visual Studio®.NET			

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.

As the largest network of Microsoft Certified Partners for Learning Solutions and Gold Partners for Learning Solutions in the world, you are guaranteed the most current training solutions from New Horizons. Every course follows the Microsoft Official Curriculum and is taught by a Microsoft Certified Trainer.

Our learning solution also includes 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.

New Horizons Provides a Total Training Solution

Application courses are an excellent match for many Business Productivity courses and may be bundled together as course training options. For example, Time Management with Outlook, Effective Presentations with PowerPoint and Budgeting with Excel are only a few options. Certification exams are also available at the same location.

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.

Empower Your People with Microsoft Office System Training Today

Join companies all over the world who have increased revenue, lowered overhead and reduced administrative fees by training on the new features and tools provided in Microsoft Office System. Talk with your Account Executive today to get started or visit us online at www.newhorizons.com.

