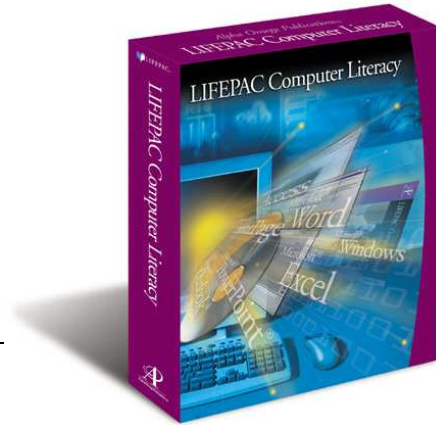


# LIFEPAC® COMPUTER LITERACY

## *Product Information Sheet*

The LIFEPAC® Computer Literacy program is an incredible training value. It combines LIFEPAC® instructional activities with a high-quality interactive CD-ROM learning tutorial. This complete training package includes 7 separate Microsoft® applications. Each application covers more than 45 of the most important topics and offers hundreds of practical exercises designed to build skills quickly.

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### Excel® 2000

*50 topics, including:*

- Creating Workbooks
- Entering Data
- Using Undo and Redo
- Working with AutoComplete
- Formulas and Functions
- Formatting Workbooks
- Print Preview and Printing
- Naming Cells and Ranges
- Adding Charts
- Styles and AutoFormatting
- Controlling Calculations

### FrontPage® 2000

*56 topics, including:*

- Working with Templates
- Importing and Formatting Text
- Using Themes
- Feature Elements
- Applying Effects to Pictures
- Adding Hyperlinks
- Applying a Theme to Your Web
- Maintaining the Task List
- Customizing a Web Theme
- Creating an Image Map
- Including a Search Form
- Creating a Table

### Outlook® 2000

*52 topics, including*

- Using Outlook Views
- Creating and Sending E-Mail
- Working with the Calendar
- Managing Tasks
- Using the Journal
- Entering Contacts
- Using Filters
- Creating Notes
- Reading Your E-Mail
- Links and Attachments
- Recurring Appointments
- Planning Meetings

### PowerPoint® 2000

*48 topics, including:*

- Creating Presentations
- Applying Transition Effects
- Selecting and Sizing Objects
- Moving Between Slides
- Using Templates
- Adding Tables
- Creating Custom Shows
- Using Outline Tools
- Selecting a Slide Layout
- Changing Text Formats
- PowerPoint Views

## Access® 2000

61 topics, including

- Creating a Database
- Adding Tables and Fields
- Adding and Sorting Records
- Designing a Report
- Creating Mailing Labels
- Changing the Table Design
- Creating Calculated Fields
- Joining Tables
- Creating an AutoReport
- Working with Queries
- Creating a Form
- Using Filters

## Word® XP

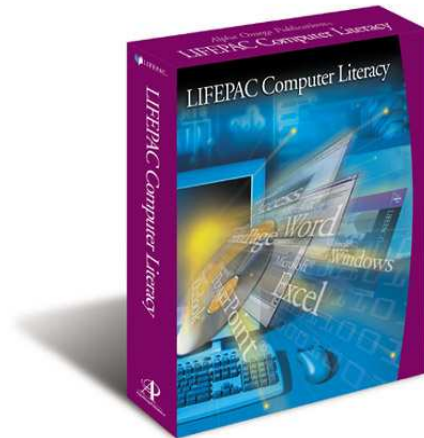
59 topics, including

- Creating Documents
- Formatting Text
- Working with Tabs
- Using Drawing Tools
- Working with Columns
- Inserting Clip Art
- Working with Tables
- Printing Options
- Working with Wizards
- Typing Using AutoCorrect
- Creating an Outline
- Designing a Web Document

## Windows® XP

68 topics, including

- Introducing Windows® 2r Windows® XP)
- Using the Desktop
- Managing Files and Folders
- Explorer and Search Functions
- Networking and the Internet
- Multimedia and Hardware Support
- Managing Your System
- Tips, Tricks, and Shortcuts
- Customizing Your Operating System
- Using System Maintenance Tools



- Pentium PC or higher
- Microsoft Windows® XP, Me, 2000, 98, 95, or NT4
  - Double speed CD-ROM drive
  - 16 MB RAM available
- 10-30 MB Hard Drive space per application
  - 256 Color VGA or higher display
- Sound card with speakers and/or headphones

# COMPUTER LITERACY FAQs

**1. Does AOP produce the Professor Teaches Tutorial CD-ROMS?**

*No, AOP purchases this training software. AOP has no control over the content of the material. It is widely used for business training and for individual training at home.*

**2. What special software is needed to run the Professor Teaches Tutorial CD-ROMs?**

*No special software is needed. It is a complete program. See system requirements.*

**3. What other software is needed for the Computer Literacy LIFEPACS?**

*The LIFEPACs have projects called “Skill Challenges.” For these you must have the appropriate Microsoft® Office software installed on a computer. For example, if the student is learning Word 2000, then Microsoft® Word must be available on a computer for doing projects.*

**4. Will the training work if you have newer versions of the “Office” software, like Office 2003?** *Newer versions should not create difficulties. The instructor needs to watch for difficulties with the Skill Challenges if newer software is used.*

**5. Does this program work only with Windows 98?**

*No, the Professor Teaches tutorials run on all the newer Windows® operating systems. (See System Requirements.) The Windows® 98 LIFEPACs are written to correspond to the Windows®98 tutorial CD, but it is not necessary that the computer have this operating system.*

**6. Why are there only 2 LIFEPACs per course?**

*The LIFEPACs contain only the learning exercises. All of the instruction comes from the CD tutorials.*

**7. Can more than one student use the same Tutorial software?**

*Yes, the Professor Teaches software lets you assign any number of students to a training program. Each student will need his own set of workbooks, however.*

**8. Will I need to have the CD-ROM in the computer to run the tutorials?**

*This varies. Some installations include the audio, and some do not.*

**9. Will this run on a Macintosh?**

*No, everything is Windows® based.*

**10. Do you hate Macs?**

*No, we love them.*

**11. How long will it take to go through each LIFEPAC?**

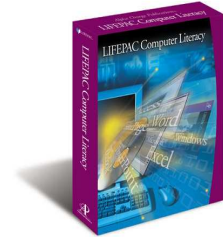
*It depends on the student. The LIFEPAC® tests are very comprehensive and will require mastery of the material.*

**12. For what grades are these LIFEPACs appropriate?**

*Grades 6—Adult. Middle school students with some computer background should be able to handle the less complex applications, like Word® 2000. The more complex programs will require a stronger background. This material is thorough enough to benefit adults with years of experience.*

## SPECIAL FEATURES

- ⇒ Helpful narration, colorful graphics, and clear instructions make learning fast and easy.
- ⇒ Quiz questions at the end of each chapter reinforce learning.
- ⇒ Easy-to-use main menu for each item is your gateway to new skills.
- ⇒ Summary screens help you retain the most important learning concepts.
- ⇒ Each chapter is organized into learning objectives.
- ⇒ Lessons allow you to practice what you learn in a realistic simulation of the software environment.



## Reasons to Use These LIFEPACs

### 1. Increase your knowledge

You can learn from all of the courses or just the ones you need right now. In either case, the knowledge you gain can become an asset for life. These courses use real-world settings to help you apply your new knowledge directly to your daily tasks.

### 2. Improve your Productivity

These courses will increase your proficiency with many common Office tasks by guiding you through each step of the various processes. Improving your speed and expanding your skills will make you a more productive and valuable computer user.

### 3. Save Money

The economical benefit is the very low cost for each learning hour. This training is as effective as any classroom course at a fraction of the cost.

### 4. Save Time

After mastering these courses, you will spend less time completing your computer work and have more time for the other things you want to do.

### 5. Learn at Your Own Pace

More patient than a personal trainer, more personal than a traditional classroom course — computer-based learning puts you in control. You set the path and pace of instruction by focusing on the portions of information you need to meet your learning goals.

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