



HP Education Services

Office 2007, Windows Vista and SharePoint 2007

Customized End User Learning Solutions



Accelerate your transition to new Microsoft technologies with end user learning solutions from HP Education Services.

We all know that "change is good" — but sometimes the process can be frustrating. In conjunction with the rollout of Microsoft's latest technologies, including the *2007 Office System*, HP Education Services has introduced new training solutions targeting the needs of end users. Our courses are designed to help users understand and adopt new tools and features, as well as to convert existing processes. Our goal is to help users become confident and productive with the new Microsoft technologies as quickly as possible.

HP Education will focus only on the essentials:

- Our customers are time-poor.
- They need to get their jobs done.
- We need to give them fast answers to the immediate problems.

HP Education Services has the skills and expertise to design and develop customized learning solutions to meet your unique requirements. We offer a variety of delivery methods to make training most efficient for you. Our learning solutions help you meet business objectives and increase the return on your technology investment, by:

- Enhancing employee knowledge and skill on the latest Microsoft technologies
- Accelerating user acceptance of the new environment
- Expediting and increasing user productivity
- Saving time, reducing cost, and minimizing risk during implementation through confident, well trained teams
- Optimizing training results through continual evaluation and adjustment

HP Learning Solutions

Classroom Training. When transitioning to a new system or interface, users get frustrated as they struggle to figure out how to do something in the new system—especially when the process was well understood and routine in the previous environment. Our expert instructors help users quickly adopt new processes so they can return to their previous competency level. Plus, users will quickly identify and learn new tools and technologies to quickly increase job productivity. Sessions are designed to be delivered by one of our expert instructors.

Virtual Classroom Training. Virtual Classroom training is an effective alternative to traditional classroom training. Students access the training via the internet and attend a live presentation. The trainer provides a real-time session on the new environment — a combination of presentation and online demonstration — while students participate interactively from anywhere in the world. This type of training is highly engaging because the students have the chance to discuss, ask questions and interact with the trainer, as well as with their peers.

Self-Paced Learning. If you prefer self-paced learning, HP provides licenses for *eLearning Nuggets™* or *Microsoft e-Learning*. e-Learning provides a focused learning experience for each user—on-demand and at the user's own pace. Each student can make the most of their training—since e-learning courses can be replayed as many times as needed to increase retention.

Quick Reference Cards. Quick reference cards are a popular and effective way to deliver 'how-to instructions' about features of the new system. The Quick Reference Card (QRC) is a laminated card in A4, A5 or A6 format that shows the major procedures at a glance. Whenever users need some quick information on the most important day-to-day tasks— e.g. how to log in or how to configure a printer— they can conveniently refer to the QRC.

Training for IT professionals. As the IT infrastructure changes significantly, technical experts such as IT and Help Desk staff, are heavily impacted. This training focuses not only on the product implementation, but also incorporates customer specific aspects. HP offers global Microsoft training solutions that support and accelerate deployment of new technologies or processes, for IT professionals, developers and end users.

Technology for better business outcomes

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Training Objectives

Application	Objectives
Word 2007	Users learn all the essentials for creating professional documents in a minimal amount of time, including how to: <ul style="list-style-type: none">• Format documents• Create tables• Use building blocks
Excel 2007	Users learn how to: <ul style="list-style-type: none">• Maintain data lists• Create charts in three easy steps• Build and use accurate and reliable formulas, macros and templates
Outlook 2007	Users learn how to: <ul style="list-style-type: none">• Organize the Inbox using colors, categories, flags, rules and other vital shortcuts• Maintain and use the Calendar• Build the Contact database
Office Communicator 2007	Users learn how to: <ul style="list-style-type: none">• Connect easily with others• Simplify communications with presence awareness• Access phone features through the PC
Windows Vista	Users learn how to: <ul style="list-style-type: none">• Perform current tasks with the new interface—and return to their existing competency level from previous Windows versions• Identify and effectively use new interface features
SharePoint Services 3.0	Users learn how to: <ul style="list-style-type: none">• Use, create and edit SharePoint content• Create and manage a team site

For more information

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