

Office 2010 New Features

e-Learning Development



e-Learning content based on real world experience

Premier IT has developed an e-Learning programme on the new features and functionality of Microsoft Office 2010.

Managing a software upgrade across your organisation can be an administrative headache. Even once the software is installed, you still need to ensure that all staff are made fully aware of all the new features, so that they are able to work as efficiently and effectively as possible. Failing to do so can devalue your upgrade and cause your organisation to miss out on key benefits and opportunities.

Premier IT's Office 2010 New Features e-Learning comprises four modules - **Introduction to Office**, **Excel**, **Outlook** and **Word**.

Additional benefits

Our Office e-Learning solution provides you with access to a dedicated, online Microsoft Office forum, moderated by a Microsoft Office Specialist. Users also benefit from our unlimited 'phone a tutor' telephone helpdesk support service.

Our New Features programme is ideal for...

- reducing your training costs, compared to classroom training
- saving your organisation a lot of time - it is quick to deploy and easy to use
- providing just-in-time training to your employees, at the point of need
- enabling your staff to access learning materials anywhere, at any time



Why Premier IT?

Premier IT has proven experience in delivering high quality customised e-Learning solutions. Our Office e-Learning combines this experience with our Microsoft Silver Partner accreditation, specialising in Instructor led training solutions for all Microsoft Office applications.



Based on real world experience...

The e-Learning content for our Microsoft Office New Features programme has been produced by our in-house, Microsoft certified training professionals, based on frequently asked questions they have encountered when conducting classroom based courses. Our training experts have incorporated their own vast experiences of providing training on software upgrades.



Premier IT LMS

Our LMS enables you to:

- store all of your e-Learning materials
- control and monitor user access centrally
- allow staff to access learning materials anywhere, any time
- assess individual learners' skills and knowledge
- track individuals' learning progress
- generate progress reports and measure ROI
- reduce the costs of administering your learning programmes

Having this level of control over your staff learning programmes can help your organisation to meet its training targets.

Rent an LMS

For a fixed fee per month you can enjoy all the benefits of a full LMS, without the costs of ownership, using our rental LMS.

You can use Premier IT's Learning-as-a-service (LaaS) option for a three or six month time period.

Using your own LMS?

Alternatively we can integrate this module with your own existing LMS.

Want to know more...

Contact us today to see how Premier IT's e-Learning expertise and LMS services could benefit your organisation.

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