
Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

Don’t have time for Training? Learn office with a game: http://www.ribbonhero.com/

SkillSoft Courses: Remember you can always start a course, pause and return later to complete it.

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Want to get Microsoft Certification?

Instant References

Job Aids: Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.

Microsoft Word 2010 Job Aids:
1. Microsoft Office 2010 Suites - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites
2. Redesigned and Improved Functions - Use this aid to review key functions that have been redesigned for improved in terms of function accuracy (In Excel)

Don’t Forget the Books

Book24x7
- Cox, Joyce and Joan Lambert. Microsoft Word 2010 Step-by-Step. Online Training Solutions, Inc. © 2010

Mentoring

- Skillsoft Mentors are available to help students in their studies for exam 77-881 Word 2010, 77-882 Excel 2010, 77-883 PowerPoint 2010, 77-884 Outlook 2010, and 77-885 Access 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.

TestPrep Exam

TestPrep 77-881 Word 2010, TestPrep 77-882 Excel 2010, TestPrep 77-883 PowerPoint 2010, TestPrep 77-884 Outlook 2010, and TestPrep 77-885- Test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
Other Helpful Resources


