



Improve the Office 2010 skills of your staff



Microsoft Office 2010 KnowledgeCenter™ Portal

Tools & Resources

Reference Area

Practice Area

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Learning Roadmaps

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Connect with Experts

Learning Sparks

In today's fast-paced corporate environment, it is not enough to provide a breadth of learning resources to your employees. Time is too valuable and resources are stretched too thin. It is imperative that your team gets the information it requires in a way that matches the urgency of the need.

SkillSoft's Office 2010 KnowledgeCenter enables hands-on learning, providing more than courses and books—it introduces an array of resources designed and chosen to challenge and motivate every learner on your team.

This one-stop portal allows learners to gain knowledge through articles, courses and online books, but more than that, each KnowledgeCenter includes hands-on Practice Labs allowing your business professional or organization to learn and use Office 2010 skills in a real-time environment.

A Focus On Performance

The Office 2010 KnowledgeCenter provides resources for:

- Employees new to Office 2010 (including beginning Word, Excel, Outlook, PowerPoint and Windows 7)
- Employees already working with Office 2010 (includes advanced Word, Excel and Outlook)
- Certifications on Office 2010

What is a KnowledgeCenter?

A SkillSoft KnowledgeCenter is a single, focused interface where your employees can receive instant and ongoing skill development and performance support. The KnowledgeCenter offers a breadth of targeted learning resources including formal learning paths; informal, on-the-job learning; and a range of other resources. These tools and resources are carefully selected by SkillSoft subject matter experts and presented in a user-friendly environment that allows your learner instant access to trusted content.

Reference Area

The Reference Area of the Office 2010 KnowledgeCenter includes:

- View selected or all Books24x7® titles that pertain to Office 2010
- Search & Learn access to all assets in the KnowledgeCenter

The screenshot shows the 'Office 2010 New Features Roadmap' page. At the top, there is a navigation bar with links for Home, Learning Sparks, Practice Labs, Roadmaps, Support, About, and Log Out. Below the navigation bar, the page title 'Office 2010 New Features Roadmap' is displayed. A paragraph explains that users should complete each course in the recommended order for a comprehensive learning experience. A 'Learning Path' section is highlighted with a blue background and a downward arrow, listing three courses: 'Office 2010 New Core Features', 'New Messaging and Collaboration Features in Office 2010', and 'Office 2010 Web Apps and New Features in Publisher and Mobile'. A 'Related Material' section is also visible at the bottom. The footer contains the copyright information: '© 2010 SkillSoft Ireland Limited Version 2.1.0'.

Regardless of your skill level or experience with Office 2010, there are resources in the KnowledgeCenter for you.

The screenshot shows the Office 2010 KnowledgeCenter landing page. It features a navigation bar with links for Home, Learning Sparks, Practice Labs, Roadmaps, Support, About, and Log Out. A central message states: 'Whether you are new to Microsoft Office 2010, want to enhance your existing skills, or plan to get certified, there's a structured learning roadmap here to meet your needs. To access a roadmap and get straight to your training program, select a link in one of the three collections below.' Below this message are three columns, each with a yellow header and a downward arrow icon. The first column is titled 'If you are new to Office 2010, start here' and includes links for 'Office 2010 New Features', 'Upgrading to Office 2010 from Office 2007? Check out the new features of Office 2010.', 'Upgrading to Office 2010 from Office 2003? Learn about the changes between Office 2003 and Office 2010.', and 'Office 2010 New Features for Users Migrating from Office 2003'. The second column is titled 'If you're already working with Office 2010 or SharePoint, start here' and includes links for 'SharePoint 2010: New Features for Power Users' and 'SharePoint 2010 for Power Users'. The third column is titled 'If you want to obtain a Microsoft Office Specialist (MOS) core certification on Office 2010, start here' and lists three MOS exams: 'MOS: Microsoft Office Word 2010 Exam 77-781 - Targeted for release in January 2011', 'MOS: Microsoft Office Excel 2010 Exam 77-782 - Targeted for release in February 2011', and 'MOS: Microsoft Office PowerPoint Exam 77-783 - Targeted for release in February 2011'. The footer contains the copyright information: '© 2010 SkillSoft Ireland Limited Version 2.1.0'.



Welcome to SkillSoft's Microsoft

Office 2010

KnowledgeCenter™

SEARCH & LEARN™

Find

Category



Selected Books



Office 2010 All-in-One For Dummies
John Wiley & Sons



Microsoft Excel 2010 Inside Out
Microsoft Press



Microsoft Word 2010 All-in-One For Dummies
John Wiley & Sons



Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel, Outlook, Access and Word
Apress

[View All Selected Books](#)

Featured Topic

Using Sparklines in Excel 2010

Industry Articles and Links



[How to Use Sparklines in Excel 2010](#)

[Excel 2010 Sparklines: Fitting the Big Picture into One Cell](#)

[Using Excel 2010 Sparklines to Analyse Google Analytics](#)

Course Spotlight

Use SkillSoft training to learn how to access and use tables, styles, conditional formatting, and sparklines in Excel 2010.

[Using Conditional Formatting, Tables, and Sparklines in Excel 2010](#)

Monthly Challenge

You want to enhance the presentation of Excel data by including sparklines. See if you can outline the steps required to add and format a group of sparklines in an Excel spreadsheet.

[Take the challenge >>](#)

Learning Sparks



How can you create interesting charts in Excel? Engaging, puzzling, and fun, Learning Sparks are rich interactivities that explore the problem-solving aspect of many IT solutions.

Practice Labs



Microsoft Office 2010 Practice Labs enable you to practice and assess your current skill levels and maintain ongoing expertise. Comprising challenging and engaging simulations and exercises, they help accelerate the learning process and increase job performance.

Connect with the Experts



Need some help or advice? E-mail or chat directly to the professionals in our expert center

Learning Roadmaps



Use targeted skills-improvement and certification roadmaps to achieve your training goals

Related Resources

[Microsoft Office online](#)

[Microsoft Office SharePoint online](#)

Featured Topic

- **Suggested Reading**—Recommended reading on Office 2010
- **Course Spotlight**—Spotlight on a specific instructional topic within Office 2010
- **Challenge**—Access to an exercise designed to test skills learned, with feedback from an expert about your solution

Learning Roadmaps

Learning maps are targeted at three skill levels and designed for quick access to the learning resources most relevant to you. Maps include a variety of learning resources including course, SkillSims™, books and other assets.

External Links

Links to information resources on the Microsoft Website.

Connect with Experts

Access to experts on Office 2010 through chat or e-mail.

Learning Sparks

Learning Sparks are innovative, instructional products that engage learners in dynamic, highly interactive scenarios. Utilizing learning techniques such as first-person video narration, drag-and-drop network simulations, and multiple choice questions with feedback, Sparks are a concise new learning mode that provide opportunities to practice and reinforce key targeted IT skills.

A solution for everyone

KnowledgeCenters enable users to access the most accurate learning asset to meet their most pressing need. To find out how SkillSoft's Office 2010 KnowledgeCenter can help educate and train your staff, please contact your SkillSoft Account Team.

www.skillsoft.com



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