skillsoft®

Improve the Office 2010 skills of your staff

Microsoft Office 2010 KnowledgeCenter™ Portal

Tools & Resources

Reference Area

Practice Area

Featured Topic

Learning Roadmaps

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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)
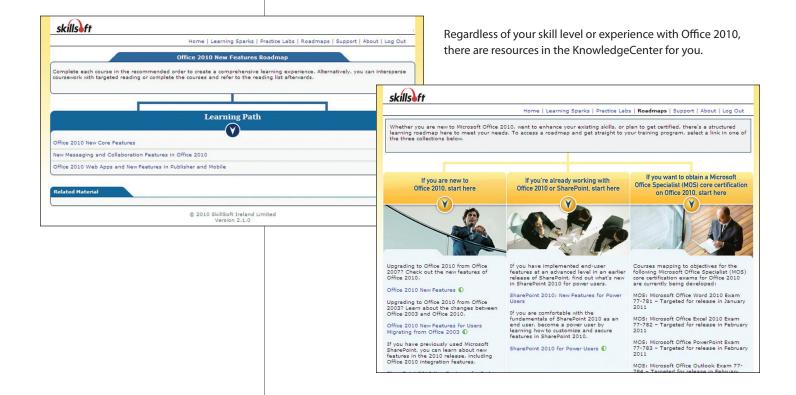
- Certifications on Office 2010

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

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

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Welcome to SkillSoft's Microsoft

Office 2010
KnowledgeCenter™

SEARCH & LEARN™

Find

Category

All

Go

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.

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