

PROVIDE BUILDING BLOCKS FOR SUCCESS WITH DESKTOP COMPUTER SKILLS

Organizations of every size need desktop computer skills as a basic building block of success. More than just increasing productivity, proficiency with desktop software facilitates better business results. Your employees can create more effective spreadsheets, better reports and more dynamic presentations. They will not only use the tools provided, they will utilize them to the fullest extent possible. SkillSoft's Desktop Courseware Collection provides a broad array of courses to meet the needs of end users throughout your organization. Using standards-based architecture, SkillSoft courseware incorporates a diverse mix of learning objects— interactive lessons, workshops, task-based simulations and assessment questions—to impart the necessary knowledge and skills.

Impact:

Improve productivity through mastery of key software applications

- Maximize learning's effectiveness by placing corporate initiatives in context of the needs of individual employees
- Train more learners, in more subjects in less time than ever before
- Teach users the features and navigation of the most popular and recent suite of office productivity applications

Support rollout of Microsoft Office 2007

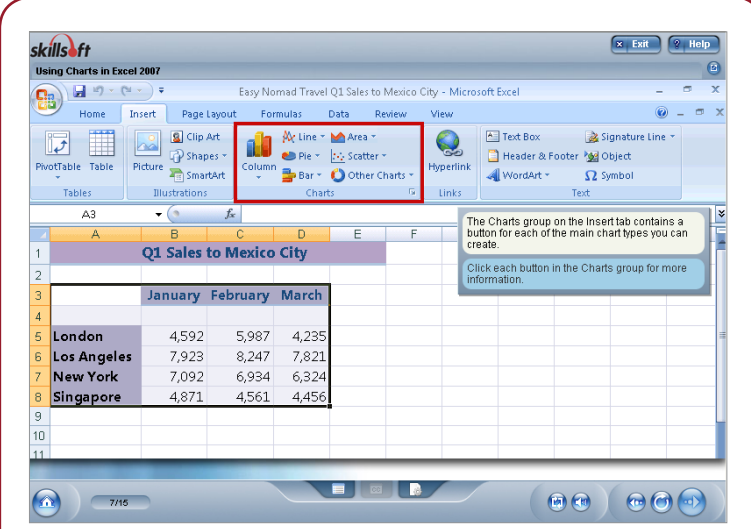
- Manage facility wide conversions to Microsoft Office 2007
- Provide experience level appropriate training on all Office applications, including Access, Excel, Word, Outlook, PowerPoint, Project, and Vision

Teach computing fundamentals to non-technical users

- Turn novice users into savvy computer users through fundamental skills that a non-technical user needs to become familiar with Microsoft® operating systems
- Empower users to more effectively use the Internet with basic training on industry leading web browsers
- Improve users competence and working use of Microsoft Outlook, Microsoft's leading email application
- Prepare users for certifications
- Provide curriculum that maps to the Microsoft Office Specialist (MOS) certification
- Prepare users for the ECDL/ICDL certifications

Features

- Flexible purchasing options allow for personalized learning plans
- Training on Office 2003 and Office 2007 applications, including Access, Excel, Word, Outlook, PowerPoint, Project, and Vision.
- Comprehensive topic coverage from novice to expert
- Over 150 courses
- Hands-on guided practice
- Specific feedback for every answer option in practice questions
- Mentored and self-assessed exercises
- "Try-It", "SkillCheck", and "Show Me"
- Variety of simulation topic types



The Desktop Skills Library covers the latest Microsoft Office productivity software and is ideal for day-to-day performance support, as well as supporting major corporate software migrations.

Library Objectives

Microsoft Office 2003

	Available Courses
Microsoft Office 2003:Advanced Access	6
Microsoft Office 2003:Advanced Excel	6
Microsoft Office 2003:Advanced FrontPage	5
Microsoft Office 2003:Advanced Outlook	4
Microsoft Office 2003:Advanced PowerPoint	4
Microsoft Office 2003: Advanced Project Professional	6
Microsoft Office 2003:Advanced Word	6
Microsoft Office 2003: Beginning Access	5
Microsoft Office 2003: Beginning Excel	5
Microsoft Office 2003: Beginning FrontPage	5
Microsoft Office 2003: Beginning Outlook	4
Microsoft Office 2003: Beginning PowerPoint	4
Microsoft Office 2003: Beginning Project Professional	3
Microsoft Office 2003: Beginning Word	6
Microsoft Office 2003: Getting Started	2
Microsoft Office 2003: New Features	4
Microsoft Office 2003: Outlook for the Power User	6
Microsoft Office 2003: Publisher	6
Microsoft Office 2003:Visio for Beginners	3

Microsoft Office 2007

Microsoft Office 2007:Access for the Power User	2
Microsoft Office 2007:Advanced Access	2
Microsoft Office 2007:Advanced Excel	3
Microsoft Office 2007:Advanced Outlook	3
Microsoft Office 2007:Advanced PowerPoint	2
Microsoft Office 2007:Advanced Project	2
Microsoft Office 2007:Advanced Word	3
Microsoft Office 2007: Beginning Access	4
Microsoft Office 2007: Beginning Excel	5
Microsoft Office 2007: Beginning Outlook	5
Microsoft Office 2007: Beginning PowerPoint	3
Microsoft Office 2007: Beginning Project	3
Microsoft Office 2007: Beginning Visio	3
Microsoft Office 2007: Beginning Word	5
Microsoft Office 2007: Collaborating, Communicating, and Sharing Information	2
Microsoft Office 2007: Excel for the Power User	3
Microsoft Office 2007: New Features	4
Microsoft Office 2007: Outlook for the Power User	3
Microsoft Office 2007: Publisher	2
Microsoft Office 2007:Word for the Power User	3
Microsoft Office SharePoint Server 2007 End User	2
Microsoft Windows Vista for the End User	3

Microsoft Internet Explorer 6

Microsoft Internet Explorer 6	1
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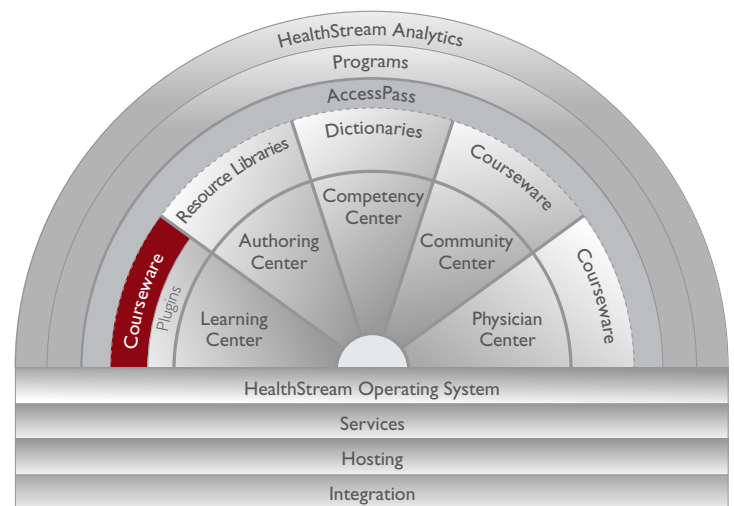
User Scale

- novice
- advanced beginner
- competent
- proficient
- expert

Recommended For:

- Clinical and non-clinical staff
- Novice and experienced computer users

HealthStream's Integrated Solutions



About HealthStream

HealthStream (NASDAQ: HSTM) is a leading provider of research and learning solutions for the healthcare industry. HealthStream focuses on turning "Insight into Action" for leading healthcare providers and suppliers through continuous measurement and adaptive learning.