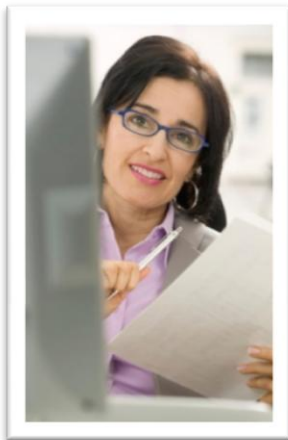


Is your computer courseware doing only half its job?

Introducing 90 Minute Workouts[®] Courseware from Elert & Associates



Do you already have a great group of software trainers, but need to find effective courseware to use in the classes they lead? Elert & Associates can help!

The quality of the courseware used in a computer training session directly impacts the overall quality and usefulness of the course. The best materials are those that successfully support classroom instruction but also serve as an effective reference guide for students after the class.

Some training materials simply tell students where to click to make a specific practice file look like the in-class example. Elert & Associates' courseware is different. We provide detailed explanations that help students

understand not just where to click, but also *why* they're completing each step and what other choices are available, meaning they can use the same materials as a helpful follow-up reference when completing their own work later.

We offer a wide catalog of courses, most in the form of 90 Minute Workouts[®]—topic-specific classes that focus on a targeted set of tasks or features (e.g., Word Mail Merge or Excel Functions & Formulas). Your students will appreciate the flexibility to customize their own learning path, choosing just the skills they need most. Your instructors will find that they can complete their pre-class preparation much more quickly and easily, since we provide not just a set of sample files, but also detailed notes and tips for teaching the class. And finally, by providing the same courseware to all of your instructors, you can help ensure a consistent experience for each class you offer.

See the purchase options on the following page, or contact us for more details!

What topics are available?

Nearly 100 different workouts on popular applications, including Word, Excel, PowerPoint, Visio, and Outlook. See the partial course list on the following page.

To view course descriptions or download a sample of our courseware, visit us at www.elerttraining.com.

What's included?

With each workout, you'll receive...

- The student materials
- A practice exercise to help students reinforce what they've learned
- Sample files to use in class
- Instructor notes to help prepare for and teach the class

“ I have used your 90 Minute Workouts[®] for several of the classes I've taught, and found them to be the best-designed computer courseware I have worked with so far. ”

- An independent trainer using E&A's courseware for her own classes



Elert & Associates
Technology Training

140 Third Street South | Stillwater, MN 55082
651-705-1289 | training@elert.com
www.elerttraining.com

MICROSOFT OFFICE 90 Minute Workouts®

Descriptions of these and other workouts are available at www.elerttraining.com.
(Click on Course Catalog.)

EXCEL

New Features
Getting Started
Functions & Formulas
Working with Workbooks
Creating Charts
Tables
Tips & Shortcuts
More Functions & Formulas
Automating Tasks with Macros
Analyzing & Summarizing Data with Pivot Tables
Data Analysis Tools

WORD

New Features
Getting Started
Document Formatting I
Document Formatting II
Styles
Templates
Tables
Forms
Numbered, Bulleted, & Multilevel Lists
Formatting Long Documents
Tools for Navigating Long Documents
Mail Merge
Tracking Changes
Tips & Shortcuts
Automating Tasks with Macros

POWERPOINT

New Features
Getting Started
Formatting Presentations
Animating Presentations
Slide Shows
Tips & Shortcuts

ACCESS

New Features
Getting Started
Making the Most of Tables
Working with Table Relationships
Creating Forms
Queries I
Working with Reports
Enhancing Forms
Queries II
Designing Advanced Reports

90 Minute Workouts® Courseware

Purchase Options and Pricing

Option 1 – Printed Copies

Order individual copies of courseware as needed. No additional copies can be made without authorization, and Elert & Associates retains the copyright.

1-100 copies (minimum of 5 copies per workout):	\$10/copy*
101-199 copies (minimum of 5 copies per workout):	\$9/copy*
200 or more copies (minimum of 5 copies per workout):	\$8/copy*

* UPS Ground shipping charges will be added to each order.

Option 2 – Site Licenses

Print unlimited copies of any licensed 90 Minute Workout® from a CD. Materials will be provided as PDF files. No changes can be made to workouts, and Elert & Associates retains the copyright.

1-10 workouts (in a single purchase):	\$500/workout
11-20 workouts (in a single purchase):	\$400/workout
21+ workouts (in a single purchase):	\$300/workout
All workouts in one version*:	\$10,000 one-time fee

* 57 workouts for Office 2007; 55 workouts for Office 2000, XP, or 2003

Option 3 – Site Licenses with the Right to Customize Courseware

Print unlimited copies of any licensed 90 Minute Workout® from a CD. Materials will be provided in both Word and PDF format. You can edit or customize any of the licensed materials, but Elert & Associates' name must remain in the copyright message on each page.

1-10 workouts (in a single purchase):	\$1,000/workout
11-20 workouts (in a single purchase):	\$800/workout
21+ workouts (in a single purchase):	\$600/workout
All workouts in one version*:	\$20,000 one-time fee

* 57 workouts for Office 2007; 55 workouts for Office 2000, XP, or 2003

Note: For all options, separate pricing applies for training companies. Contact us for details.



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