



EDUCATION PARTNERS INC.

Trusted Partner for Legal Software Training and Consulting

Training materials and Quick Reference Cards

Education Partners makes available for License, a series of Training Guides and Quick Reference Cards. Access to the electronic versions allows the Firm's Trainers to customize the reference materials to include firm-specific screen shots, coupled with the Firm's preferred steps and procedures. EP courseware comes with an easy-to-use template. QRs are styled and formatted, but still allow the Firm to brand the materials with the Firm's Logo. Licensed materials can be made available to staff on the Firm's intranet, duplicated to provide performance support tools during rollouts of specific software upgrades, and refreshed and updated for new hire training, as desired.

Our Approach:

- Keep the Format Clean and Easy to Follow
- Provide a Template to simplify editing
- Include an Index of Topics presented on each card
- Use screen shots and easy to follow steps
- Charge a cost-effective, one-time courseware license
- Save development time, allowing Firm Trainers to edit and customize quickly

Materials Available for License:

Windows 7 – Getting Started

Office 2010

- Word 2010 – Getting Started QRC
- Word 2010 – Keyboard Shortcuts QRC
- Word 2010 – Styles QRC
- Word 2010 – Working with Tables QRC
- Word 2010 – Headers and Footers QRC
- Outlook 2010 – Getting Started QRC
- Outlook 2010 – Time and Task Management
- Excel 2010 – What's New
- PowerPoint 2010 – What's New

Office 2007

- Word 2007 – Getting Started QRC
- Word 2007 – Styles QRC
- Word 2007 – Working with Tables QRC
- Word 2007 – Headers and Footers QRC
- Outlook 2007 – Getting Started QRC
- Outlook 2007 – Time and Task Management
- Excel 2007 – What's New
- PowerPoint 2007 – What's New

Autonomy iManage 8.5

- iManage 8.5 – Trainer's Guide
- iManage 8.5 – Document Management Essentials QRC
- iManage 8.5 – Searching & Locating Documents QRC
- iManage 8.5 – Creating & Saving Documents QRC
- iManage 8.5 – Workspaces & Folders QRC
- iManage 8.5 – E-Mail Management QRC

OpenText eDocs DM 5.3

- eDocs DM 5.3 – Trainer's Guide
- eDocs DM 5.3 – Document Management Essentials QRC
- eDocs DM 5.3 – Searching & Locating Documents QRC
- eDocs DM 5.3 – Creating & Saving Documents QRC
- eDocs DM 5.3 – Workspaces & Folders QRC
- eDocs DM 5.3 – E-Mail Management QRC

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