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. QRCs are styled and formatted, yet 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:

Office 2010/2013
Office 2010 Preview (PPT Overview of What’s New in Office 2010/2013)

Windows 7/8
- Trainer Guide—What’s New (with Outline)
- QRC—Getting Started
- QRC—Calculator & Sticky Notes

Word 2010/2010
- Trainer Guide—What’s New
- QRC—Getting Started
- QRC—Working with Tables
- QRC—Keyboard Shortcuts
- QRC—Styles
- QRC—Sections/Headers/Footer/Page #’s
- QRC—Footnotes and End Notes
- QRC—Table of Authorities
- QRC—Building Blocks and AutoCorrect

Excel 2010/2013
- Workshop—What’s New (with Outline & Exercises, 90 minutes)
- Workshop—for Paralegals
- QRC—What’s New
- QRC—Paste Options
- QRC—Conditional Formatting
- QRC—Intro to Formulas
- QRC—Logical Functions
- QRC—Math, Statistical & Lookup Functions
- QRC—Text Functions

Outlook 2010/2013
- Trainer Guide—What’s New (with Outline)
- QRC—Getting Started
- QRC—Time and Task Management

PowerPoint 2010/2013
- Workshop—What’s New (with Outline & Exercises, 90 minutes)
- QRC—What’s New

OpenText eDocs 5.3
- Trainer Guide (with Outline)
- QRC—DM Essentials
- QRC—Searching & Locating Documents
- QRC—Creating & Saving Documents
- QRC—Email Management

Autonomy iManage 8.5/9.0 FileSite
- Trainer Guide (with Outline)
- QRC—DM Essentials
- QRC—Searching & Locating Documents
- QRC—Creating & Saving Documents
- QRC—Workspaces & Folders
- QRC—Email Management

Ellen Macdonald  
o: 952-472-5606  
c: 612-239-5696  
ellen@EducationPartnersInc.net