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Information Worker Training Materials

What content is already available from Microsoft?

There is a lot of end user training available for free from the Microsoft Office Online website – over 120 modules (each between 30 and 50 minutes long), providing more than 85 hours of office training. For more information, see

Enterprise Agreements with Microsoft come with access to a range of online courses that can be hosted internally (called the Software Assurance eLearning entitlement). They include:

- What's New in Microsoft® Office Professional Enterprise Edition 2003
- Core Training for Microsoft® Office Professional Enterprise Edition 2003
- Core Training for Microsoft® Office Excel 2003
- Core Training for Microsoft® Office Outlook® 2003
- Core Training for Microsoft® Office PowerPoint® 2003
- Core Training for Microsoft® Office Word 2003

For more information about these resources, see

Whats Missing?

Content offerings from other providers tend to cover a similar scope – there is rarely any:

- Material about some of the newer products and features
- Advanced information, particularly around
 - using multiple products together and
 - leveraging the server integration built into the products.

Most offerings largely concentrate on the things an individual user can do with the software installed on their desktop, with only cursory discussion of other features, and spend most of their time on the most common 80% of the features.



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Recommendations

Rose Solutions recommends supplementing these offerings with best-of-breed materials covering the additional areas. Our experience is that self-paced materials work best, since they can be used in either instructor led or fully self-paced methodologies, and are suitable for students to revise "just in time" – when they need the knowledge.

Ideally we want not just a book, but a book with exercises. Possibly a book with exercises and a software environment to practice in.

And what books to choose? There are so many out there...

Our experts have put together a list of recommended books (based on our own opinions, reviews, international user group feedback, MVP comments etc) which we continue to add to and refine as we review the needs of different customers.

For example, here is a selection of the books we recommended in June 2004 for a particular customer's needs:

- How to Do Everything with Microsoft Office InfoPath 2003 by David McAmis (2004) ISBN 0-0722-3127-0
- Windows Sharepoint Services Step By Step by Olga Londer (2004 forthcoming) ISBN: 073562075X
- Microsoft Office Project 2003 Step by Step by Carl Chatfield and Timothy Johnson (2003) ISBN 0-7356-1955-7
- XML in Office 2003: Information Sharing with Desktop XML by Charles F. Goldfarb, Priscilla Walmsley (2003) ISBN 013142193X
- Data Analysis and Business Modeling with Microsoft Excel by Wayne L. Winston (2004) ISBN 0-7356-1901-8

Here are a couple of little known, hard-to-find extras for power users/developers:

- Microsoft SharePoint: Building Office 2003 Solutions by Scot Hillier (2004) ISBN 1-5905-9338-3
- Programming Microsoft InfoPath (Programming Series) by Thom Robbins (2004) ISBN 1-5845-0312-2

Many of our customers reported a lot of difficulty finding the right books – their staff tended to buy what was on the shelves at the local store. Accordingly, Rose Solutions has become a book reseller, and can provide all of these books.

For more information, email info@rosesolutions.com or call 1300 66 1912.