

# Mentor for Microsoft Office 2000

*Make the most of the leading desktop productivity tools with Mentors for Word, Excel, PowerPoint and Outlook*

## The Mentor™ Difference

### Features

- **A single, integrated, non-intrusive, always-available solution**
- **A fast, natural way for users to succeed**
- **Easy to follow show-and-tell approach**
- **Accessible anywhere, anytime**
- **Immediate and ongoing support**
- **Multimedia demonstrations without leaving the application**

### Benefits

- **End users are more productive, more quickly**
- **Rollouts and upgrades proceed faster and finish earlier**
- **Accelerated return on investment**
- **Greater confidence with all of the Microsoft Office 2000 applications' features – without training or assistance**
- **Reduces Help Desk costs by 40% or more**
- **High levels of user satisfaction**

### **Mentor helps users get the full benefit of Microsoft Office 2000 applications**

The fastest, most economical way to get the benefits of Microsoft® Office® 2000 is to give Mentor™ to all your users.

We offer individual Mentors for Word® 2000, Excel® 2000, PowerPoint® 2000 and Outlook® 2000. Each Mentor gives you click-and-play dynamic visual demonstrations with sound that are integrated into the Microsoft application to show users exactly what they need to perform any task. Each Mentor is available from CD-ROM, the web or the hard drive, so it's always accessible.

### **Mentor for Word 2000**

Microsoft Word is the most commonly used word processing program in the world. However, only a small percentage of users can confidently use anything more than the basic functions.

Mentor for Microsoft Word 2000 solves this problem with over 240 Just-in-Time (JIT) demonstrations. Users can access these JITs at any time right from the Word 2000 toolbar for non-intrusive, step-by-step guidance through any function.

### **Mentor for Excel 2000**

Most users rarely apply more than 20 percent of Microsoft Excel's data analysis and decision support power. That's why you need Mentor for Excel 2000. It gives users 162 short, focused JITs that show them how to share spreadsheets via the web, create interactive spreadsheets and set up detailed data analysis.

### **Mentor for PowerPoint 2000**

Mentor for Microsoft PowerPoint 2000 shows users how to create professional presentations with ease, then broadcast them on the web and archive them for subsequent on-demand replay. And with the more than three hours of guidance Mentor provides, users won't need to attend classes to do all this. Mentor can be accessed from the hard drive, CD-ROM or the web, so even from a laptop at a hotel or conference site, it will be easy for presenters to make any last-minute changes.

### **Mentor for Outlook 2000**

Your people may be using the web for work, but they're just scratching the surface of the power it can give them. Mentor for Outlook 2000 solves the problem with 250 JITs that show users how to use all of Outlook 2000's e-mail, calendar, group scheduling, contact list and task list functions. Users can access Mentor without leaving the application to apply Outlook 2000's Table, Calendar, Card, Icon and Timeline views to various tasks.

### **Let users gain knowledge without taking time away from the job**

Users face a major challenge when they need to actually put the enhanced reliability and web-enabled features of Microsoft Office 2000 to work.



The focus on getting users to *learn* software has to change. Instead, the more effective approach is to give users the information and guidance they need exactly when they need it, so they can be *successful* using the software or system. This is the Mentor way. It benefits users as well as IT, HR, Help Desk and Knowledge Management personnel who are responsible for getting users up to speed and productive as quickly as possible.

### **Mentor delivers the right answers at the right time**

The most effective way to make users successful with software is to deliver just the information and guidance they need, just when they need it. This is the way people want to learn. And, this is what Mentor does.

Each Mentor for Microsoft Office 2000 application has two types of JITs, covering the full range of functions and options. These are “Conceptuals” and “How-to’s.” Conceptuals, averaging 3 ½ minutes, deliver the big picture. Using dynamic animated visuals with sound, Conceptuals enrich users’ understanding of Microsoft Office 2000 applications and how they differ from previous versions. “How-to’s,” averaging 45 to 60 seconds, demonstrate step by step how to perform both basic and advanced tasks. Users gain confidence and proficiency as they work, without taking a class, opening a manual or calling the Help Desk.

### **Important facts**

- Over 6 million Mentor seat licenses have been distributed worldwide to make users successful with software and systems.
- Many of the world’s most successful companies rely on Mentor. These include IBM, DaimlerChrysler, 3M, GE Capital, DuPont, Colgate-Palmolive, Duke Energy, Reuters, Goodyear, Canon, ExxonMobil, Verizon and Bayer.



### **Mentor makes the migration painless and as easy as hear it, see it, do it**

Mentor is a single, integrated, non-intrusive, always-available solution for helping users gain confidence and achieve success quickly. It is a natural, intuitive approach that speeds up the assimilation of knowledge. Fast assimilation leads to rapid gains in productivity and an accelerated ROI for Microsoft Office 2000 applications deployment.

With Microsoft Office 2000 applications, Mentor is accessible from the standard toolbars, the Start Menu or desktop icon—so help is never more than a click away. Mentor’s searchable database makes answers easy to find.

Mentor uses advanced streaming and compression technology to deliver real-time multimedia without downloading. Mentor’s combination of dynamic visuals and sound arrives seamlessly at the desktop for greater levels of success and increased productivity. And, it comes however users need it: from a local hard drive or CD-ROM, through the LAN, across the web, or on your intranet at a connection speed as low as 28.8 Kbps.

### **Get customized solutions for your custom applications**

*If you’ve developed your own extensions, macros, templates, databases and routines for your Microsoft applications, now you have a fast and effective way to help everyone make full use of them. Mentor can be customized quickly to deliver multimedia guidance for your custom programming. Entirely new Mentors can be created in a few months to support your proprietary applications, too.*

### **System requirements**

Minimum end user requirements:

- Microsoft Windows® 95, 98, 2000, Me or NT 4.0 (Service Pack 3.0 or greater)
- 486 66 MHz processor or greater with 24 MB of RAM
- 8-bit (256-color) display at 640 x 480 resolution
- SoundBlaster® or compatible audio device
- 28.8 Kbps modem or network connection
- The Mentor Pre-Rollout program also requires access to corporate e-mail, Internet Explorer 4.0 or Netscape Navigator 4.0, and intranet access

### **Try Mentor yourself**

You can experience Mentor yourself right now at [www.trymentor.com](http://www.trymentor.com)—and take advantage of our free trial offer. Qualified evaluators can download a free trial sample of an entire Mentor for any of the Microsoft Office 2000 applications.

Additional information about Mentor for Microsoft Office 2000 applications is also available by calling us at 1-203-847-5555 or by contacting a qualified Mentor Business Partner.

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