From Personal Training Systems . . .

Beginning Spreadsheets for Microsoft Excel 5.0

Audio Tutorial for Microsoft Excel 5.0

Personal Training Systems tutorials are the fastest way to learn software, whenever and wherever you need to learn. PTS tutorials allow you to work at your own pace, take you through the software step-by-step, and lead you through the hands-on exercises with each new skill.

Each PTS tutorial contains:

90-minute audio cassette

Practice disk with examples

Quick Reference Card

Extra Practice Card

Other PTS tutorials are available for Microsoft DOS 6.2, Windows 3.1, Windows for Workgroups, Word for Windows, PowerPoint, Office, Works, and TrueType Fonts; Aldus PageMaker and Freehand; Lotus 1-2-3 and Lotus Notes; Claris FileMaker Pro; WordPerfect; Adobe Photoshop, Illustrator, and PostScript Fonts (ATM).

PTS Tutorials Also Offer These Significant Benefits:

Quick and Easy

Convenient

Effective

Reusable

Up to Date

Reviewers Say. . .

--Peter Norton, acclaimed software expert and developer of The Norton Utilities.

[&]quot;Now becoming an expert is not only easy, it's fun. These tutorials will make you fall in love with computing."