

What's New in Office XP?

UKAEA upgrade to OfficeXP Finding out what's new is easy with e-Learning

The roll-out of training to hundreds of users to keep them up-to-date with the latest versions of software can be a very time-consuming challenge for the training team. To maintain work efficiency following a system upgrade, it is imperative that upgrade training is delivered with the right content, to the right delegates, at the right time. At UKAEA, training takes high priority and must be delivered in a professional manner.

The Challenge

For their latest Microsoft Office upgrade to XP, UKAEA needed to be able to deliver upgrade training across the whole organisation consisting of # users at # sites. With the Microsoft suite forming the most commonly used set of programs, users needed to be confident with the new software as soon as their PCs were upgraded. The Microsoft programs are feature rich and training can therefore be lengthy if all subjects are covered. To maximise efficiency and minimise 'information overload', it was therefore important that the training 'homed in' on the most commonly used and customised features so that delegates could get up-and-running quickly and easily without spending excessive amounts of time learning information that they wouldn't use on a day-to-day basis.

The Solution

With the success of existing e-Learning projects running at UKAEA which already address the same challenges for other training projects, UKAEA opted for a customised e-Learning solution to ensure that training was available 24/7 providing a range of levels for delegates to choose from to get just the information they needed at their own convenience. Users can run modules showing them how to get up-and-running with the new features they need on a day-to-day basis quickly and easily. Simple exercises are included for delegates to try out. Information about more advanced or less commonly used features is also available for users to 'cherry pick' enabling them to effectively build their own course.

The Technology

The e-learning uses standard browser based technology and is delivered via the UKAEA Intranet. It has a customised "corporate" interface, and uses video simulations with voice narration. Each section includes a set of 'Try It' exercises with instructions and sample files to download and use to practice

Microsoft Office XP 

e-Learning 

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