



# LearningGuide for Microsoft Office 2016

## Boosting Employee Adoption

Microsoft® Office 2016 allows your employees to work more efficiently, providing a rich set of experiences to meet your organisation's unique communication and business needs. But many of your employees are familiar with previous versions of Office. Applying this knowledge to new software versions has the potential to slow employee performance and productivity, and overload your help desk as your workforce gets up to speed.

To reap the benefits of productivity gains, your company needs immediate performance support in the workflow process, not extensive formal training or e-learning. And with LearningGuide for Office 2016, your employees get just-in-time support that enables them to learn and work simultaneously.

Ontuitive's technology and content provide your employees with just enough learning to continue productive work. Our method delivers your users with quick-reference answers to their questions whenever they need support. If more detail is required, your employees receive deeper layers of embedded learning support, including in-depth instruction and exercises.

With LearningGuide for Office 2016, your organisation maximises ROI and mitigates "end-user risk" of application change — decreasing the time and expense of formal training, boosting end-user adoption, minimising calls to a help desk and maximising new ways of working.

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### KEY ORGANISATIONAL BENEFITS INCLUDE:

- **Efficiency** — IT resourcing is improved by reduced tier-one help-desk calls
- **Availability** — employees' attendance at training or e-learning eliminated
- **Productivity** — embedded learning and performance support within workflow
- **Engagement** — strengthened interactions through employees' sharing of best practices
- **Consistency** — company-wide use of Office for scheduling, presentations, global communications and more
- **Knowledge agility** — structured information delivered at the moment of need

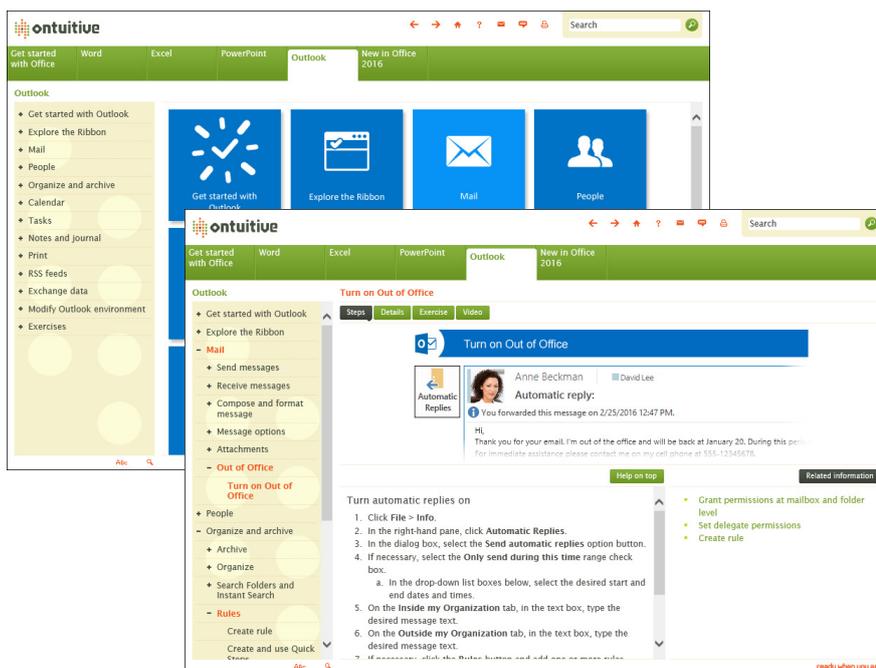




Accelerate your employees' time to proficiency with Office 2016 by getting started with LearningGuide. With over 1,000 topics in LearningGuide MS Office 2016 content, your employees benefit from:

- Direct access to immediate support from the desktop
- Embedded learning within the workflow, which provides "just enough learning" at the desktop
- Structured answers at the moment of need
- Quick references for key steps to complete the task
- Details for comprehensive step-by-step instructions
- Practice exercises on a spectrum of topics
- Instructional videos where appropriate to enhance the content
- Access to related topics and tips
- Quick and clear access to new features on MS Office 1016

LearningGuide for MS Office 2016 has over 1,000 topics to answer your employees' questions when they need it most.



Ontuitive is ready when you are.

