

# A Better Way to...

Brought to you by Organization Solutions, LLC

Organization • Efficiency • Productivity



[www.ABetterWayTo.co](http://www.ABetterWayTo.co)

All sessions are available for live or virtual training  
 Grayed sessions not yet available as eLearning session

Organization	✓	Productivity	✓	Microsoft Excel	✓	Microsoft Outlook	✓
<b>Getting Started</b>							
Top 10 Tips to Organize your Office		Better Focus		Excel: Getting Started		Outlook: Getting Started	
<b>Fundamentals</b>							
				Elements		Elements	
				Creating a spreadsheet		Emails & Attachments	
				Formatting a spreadsheet		Appointments & Meetings	
				Setting Page Layout		Contacts	
				Formulas			
<b>A Better Way To Organize Your Workspace</b>		<b>A Better Way To Manage Your Workday</b>		<b>A Better Way To Use Excel</b>		<b>A Better Way To Use Outlook</b>	
Managing Incoming Items		Personal Examination		Creating an Effective Spreadsheet		Inbox Mgmt Strategies	
Making Decisions		Productivity Killers		Page Setup Tools		Organization in Outlook	
Setting up Your Workspace		Time Mgmt Strategies		Sorting & Subtotals		Rules, Categories & Flags	
Filing with Ease		Time Recovery Strategies		Filtering & Finding		Time Saving Techniques	
Prioritizing & Following Through		Intentional Change		PivotTables & PivotCharts		Calendar & Contact Tools	
<b>Advanced Topics</b>							
Better Filing		Better Meetings		Advanced Formatting			
		Better Interruptions		Advanced Formulas			
		Better Mindset		Conditional Formatting			
		Better Teams		Charts			
		Better Delegating		Data Manipulation			
				Restricting & Protecting Data			
				Worksheet Options			
				<i>and more!</i>			
<b>Workplace Solutions</b>							
Organization Standards				Forms & Templates using Excel			
Archiving Stds & Records Retention				Creating Actions Plans with Excel			

\$29.00/ eLearning session or included in our Let's Grow Together! program, an annual subscription giving you unlimited access to these eLearning sessions and monthly Express Trainings!

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Microsoft Word	✓	Microsoft PowerPoint	✓	Windows & Microsoft Tools	✓	Microsoft 365 & More	✓
<b>Getting Started</b>							
Word: Getting Started		PowerPoint: Getting Started		Windows: Getting Started		MS 365: Getting Started	
<b>Fundamentals</b>							
Elements		Elements		Keyboarding Resources		Forms	
Creating a document		Creating a Presentation		Windows: File & Folder Mgmt		OneNote Intro	
Formatting a document		Formatting a Presentation		Shapes & the Drawing Ribbon		OneDrive	
Page Layout & Setup Options		Slide Show Settings		Pictures & the Picture Ribbon		Adobe Acrobat Intro: Create & Edit Tools	
Bulleted & Numbered Lists		Transitions & Animations					
<b>Advanced Topics</b>							
Headers & Footers (Adv Options)				Understanding an Access database			
Mail Merge				Using an Access database			
Styles, Themes & Table of Contents				Windows: Tips & Tools			
Tab Setting, Line Indents & Columns							
Tables							
Word: What you don't know but should							
<b>Workplace Solutions</b>							
Creating Procedures, SOPs, and Handouts in Microsoft Word		Creating a Table of Organization using Microsoft PowerPoint					
Forms & Templates using Microsoft Word		Creating Process Flows using Microsoft PowerPoint					