



Be the Office Rock Star!

This growth plan is designed for the person who is already comfortable with Microsoft Office but would like to know even more! Caution: These sessions might make you invaluable to your organization!

★ Tip! The best deal to purchase these sessions is to join our [Let's Grow Together!](#) program!

Growth Plan

✓	Order	Session	Location at www.ABetterWayto.co
		A Better Way to Use Excel	
<input type="checkbox"/>	1.	<ul style="list-style-type: none"> Creating an Effective Spreadsheet 	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	2.	<ul style="list-style-type: none"> Page Setup Tools 	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	3.	<ul style="list-style-type: none"> Sorting & Subtotals 	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	4.	<ul style="list-style-type: none"> Filtering & Finding 	Microsoft: Excel: A Better Way to
<input type="checkbox"/>	5.	<ul style="list-style-type: none"> PivotTables & PivotCharts 	Microsoft: Excel: A Better Way to
		Windows & Microsoft Tools	
<input type="checkbox"/>	6.	Windows Tips & Tools	Microsoft: Windows & Microsoft Tools: Advanced Topics
		Excel Advanced Topics	
<input type="checkbox"/>	7.	Worksheet Options	Microsoft: Excel: Advanced Topics
<input type="checkbox"/>	8.	Advanced Formulas	Microsoft: Excel: Advanced Topics
<input type="checkbox"/>	9.	Restricting & Protecting Data	Microsoft: Excel: Advanced Topics
	10.	Charts	<i>Coming Soon</i>
		Word Advanced Topics	
<input type="checkbox"/>	11.	What you don't know but should	Microsoft: Word: Advanced Topics
<input type="checkbox"/>	12.	Styles, Themes & Table of Contents	Microsoft: Word: Advanced Topics
<input type="checkbox"/>	13.	Tables	Microsoft: Word: Advanced Topics
<input type="checkbox"/>	14.	Mail Merge in Word	<i>Coming Soon</i>
		Recommended sessions for continued growth:	
		<ul style="list-style-type: none"> PowerPoint Fundamentals 	<i>Coming Soon</i>
		<ul style="list-style-type: none"> Shapes & the Drawing Ribbon 	<i>Efficiency Tools > Windows & Office Tools</i>

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