# Excel Training

*This growth plan will take you from the basics of Excel, including some things veteran users wish they knew, through intermediate game-changing features. Then after time getting comfortable with the basics and intermediate tools, I recommend exploring Excel's more advanced tools. Even for a veteran user, I recommend starting at the beginning because I am confident you will pick up some time-saving tricks and have many A-ha! moments.*

★ Tip! The best deal to purchase these sessions is to join our Let's Grow Together! program!

## Growth Plan

All sessions located at Microsoft: Excel

| ✔ | Order | Session |
|---|---|---|
| | | **Excel Fundamentals:** |
| ☐ | 1. | • Excel Elements |
| ☐ | 2. | • Creating a Spreadsheet |
| ☐ | 3. | • Formatting a Spreadsheet |
| ☐ | 4. | • Page Layout Options |
| ☐ | 5. | • Formulas |
| | | **A Better Way to Use Excel:** |
| ☐ | 6. | • Creating an Effective Spreadsheet |
| ☐ | 7. | • Page Setup Tools |
| ☐ | 8. | • Sorting & Subtotals |
| ☐ | 9. | • Filtering & Finding |
| ☐ | 10. | • PivotTables |
| | | **Excel Advanced Topics:** |
| ☐ | 11. | Worksheet Options |
| ☐ | 12. | Advanced Formulas |
| ☐ | 13. | Advanced Formatting |
| ☐ | 14. | Charts *(Coming soon)* |
| | | |
| ***Recommended sessions for continued growth:*** | | |
| • *More Advanced Topics available!* | | |