



Help! I've never really had any computer training!

Are you part of the computer generation gap? That generation (myself included) when daily computer use wasn't the norm so computer classes weren't mainstream; but, within a few years of starting our career, they become a necessary skill for everyone in the workplace? If that's you or if for other reasons you are new to using a computer for work, below is a recommend outline of sessions that should help you close that gap.

★ 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
<input type="checkbox"/>	1.	Keyboarding Skills	Microsoft: Windows & Microsoft Tools: Fundamentals
<input type="checkbox"/>	2.	Windows File & Folder Management	<i>Coming soon</i>
<input type="checkbox"/>	3.	Windows Tips & Tools	Microsoft: Windows & Microsoft Tools: Adv Topics
<input type="checkbox"/>	4.	Outlook Fundamentals: <ul style="list-style-type: none"> Outlook Elements 	<i>Coming soon</i>
<input type="checkbox"/>	5.	<ul style="list-style-type: none"> Emails & Attachments 	<i>Coming soon</i>
<input type="checkbox"/>	6.	<ul style="list-style-type: none"> Calendar Appts & Meetings 	<i>Coming soon</i>
<input type="checkbox"/>	7.	<ul style="list-style-type: none"> Contacts & People 	<i>Coming soon</i>
<input type="checkbox"/>	8.	Excel Fundamentals: <ul style="list-style-type: none"> Excel Elements 	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	9.	<ul style="list-style-type: none"> Creating a Spreadsheet 	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	10.	<ul style="list-style-type: none"> Formatting a Spreadsheet 	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	11.	<ul style="list-style-type: none"> Page Layout Options 	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	12.	<ul style="list-style-type: none"> Formulas 	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	13.	Word Fundamentals: <ul style="list-style-type: none"> Word Elements 	<i>Coming soon</i>
<input type="checkbox"/>	14.	<ul style="list-style-type: none"> Creating a Document 	<i>Coming soon</i>
<input type="checkbox"/>	15.	<ul style="list-style-type: none"> Formatting a Document 	<i>Coming soon</i>
<input type="checkbox"/>	16.	<ul style="list-style-type: none"> Page Layout & Setup Options 	<i>Coming soon</i>
<input type="checkbox"/>	17.	<ul style="list-style-type: none"> Bullets, Numbers & Tips 	<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"> A Better Way to Use Outlook 	Microsoft: Outlook: A Better Way to

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