

Organization	✓	Productivity	✓	Microsoft Excel	✓	Microsoft Outlook	✓
Getting Started							
Top 10 Tips to Organize your Office		Better Focus		Excel: Getting Started		Outlook: Getting Started	
Fundamentals							
				Elements		Elements	
				Creating a spreadsheet		Emails & Attachments	
				Formatting a spreadsheet		Appointments & Meetings	
				Setting Page Layout		Contacts	
				Formulas			
A Better Way To Organize Your Workspace		A Better Way To Manage Your Workday		A Better Way To Use Excel		A Better Way To Use Outlook	
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	
Advanced Topics							
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			
				and more!			
Workplace Solutions							
Organization Standards				Forms & Templates using Excel			
Archiving Stds & Records Retention				Creating Actions Plans with Excel			

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					