

## 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 <a href="http://www.ABetterWayto.co">www.ABetterWayto.co</a>
<input type="checkbox"/>	1.	Keyboarding Skills	Microsoft: Windows & Microsoft Tools: Fundamentals
<input type="checkbox"/>	2.	Windows File & Folder Management	Microsoft: Windows & Microsoft Tools: Fundamentals
<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"> <li>Outlook Elements</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	5.	<ul style="list-style-type: none"> <li>Emails &amp; Attachments</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	6.	<ul style="list-style-type: none"> <li>Calendar Appts &amp; Meetings</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	7.	<ul style="list-style-type: none"> <li>Contacts &amp; People</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	8.	Excel Fundamentals: <ul style="list-style-type: none"> <li>Excel Elements</li> </ul>	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	9.	<ul style="list-style-type: none"> <li>Creating a Spreadsheet</li> </ul>	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	10.	<ul style="list-style-type: none"> <li>Formatting a Spreadsheet</li> </ul>	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	11.	<ul style="list-style-type: none"> <li>Page Layout Options</li> </ul>	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	12.	<ul style="list-style-type: none"> <li>Formulas</li> </ul>	Microsoft: Excel: Fundamentals
<input type="checkbox"/>	13.	Word Fundamentals: <ul style="list-style-type: none"> <li>Word Elements</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	14.	<ul style="list-style-type: none"> <li>Creating a Document</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	15.	<ul style="list-style-type: none"> <li>Formatting a Document</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	16.	<ul style="list-style-type: none"> <li>Page Layout &amp; Setup Options</li> </ul>	<i>Coming soon</i>
<input type="checkbox"/>	17.	<ul style="list-style-type: none"> <li>Bullets, Numbers &amp; Tips</li> </ul>	<i>Coming soon</i>
<b>Recommended sessions for continued growth:</b>			
		<ul style="list-style-type: none"> <li>PowerPoint: Getting Started</li> </ul>	Microsoft: PowerPoint: Getting Started
		<ul style="list-style-type: none"> <li>A Better Way to Use Outlook</li> </ul>	Microsoft: Outlook: A Better Way to

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