

## 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
		<b>Excel Fundamentals:</b>
<input type="checkbox"/>	1.	• Excel Elements
<input type="checkbox"/>	2.	• Creating a Spreadsheet
<input type="checkbox"/>	3.	• Formatting a Spreadsheet
<input type="checkbox"/>	4.	• Page Layout Options
<input type="checkbox"/>	5.	• Formulas
		<b>A Better Way to Use Excel:</b>
<input type="checkbox"/>	6.	• Creating an Effective Spreadsheet
<input type="checkbox"/>	7.	• Page Setup Tools
<input type="checkbox"/>	8.	• Sorting & Subtotals
<input type="checkbox"/>	9.	• Filtering & Finding
<input type="checkbox"/>	10.	• PivotTables & PivotCharts
		<b>Excel Advanced Topics:</b>
<input type="checkbox"/>	11.	Worksheet Options
<input type="checkbox"/>	12.	Advanced Formulas
<input type="checkbox"/>	13.	Advanced Formatting
<input type="checkbox"/>	14.	Charts ( <i>Coming soon</i> )
<b>Recommended sessions for continued growth:</b>		
• <i>More Advanced Topics available!</i>		

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