A Better Way to…
Brought to you by Organization Solutions, LLC
Organization • Efficiency • Productivity

www.ABetterWayTo.co
Black Font sessions are recorded and available via eLearning
We're working on getting the Gray Font sessions recorded.

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 Meetings		Advanced Formatting			
				Advanced Formulas			
				Advanced Tools			
				Conditional Formatting			
				Charts			
				Data Manipulation			
				Restricting & Protecting Data			
				Worksheet Options *and more!*			
Workplace Solutions							
Organization Standards				Forms & Templates using Excel			
				Creating Actions Plans with Excel			

$29.00/ eLearning session or included in our Let's Grow Together! program, an annual subscription giving you unlimited access to these eLearning sessions and monthly Express Trainings!

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Microsoft Word	✓	Microsoft PowerPoint	✓	Windows & Microsoft Tools	✓	Microsoft 365 & More	✓
Getting Started							
Word: Getting Started		PowerPoint: Getting Started		Windows: Getting Started		Microsoft 365 & Teams: Overview	
Fundamentals							
Elements		Elements				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			
Bulleted & Numbered Lists		Transitions & Animations					
Advanced Topics							
Headers & Footers (Adv Options)				Understanding an Access database		Microsoft Bookings	
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							
Workplace Solutions							
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					