



“ARE YOU USING MICROSOFT 365 TO ITS FULL POTENTIAL?”

TAB Training & Consulting, LLC

WHAT'S HAPPENING IN APRIL 2024?

- THEME: MICROSOFT EXCEL & FINANCIAL LITERACY**
- MYPF/MYBF - EXCEL MASTERCLASS: 4/1/24**
- TABWEEK: ADMIN PROFESSIONAL WEEK 4/22-4/26**
- MICROSOFT 365 1:1 MINI SESSIONS**
 - EVENING CRAWLER SESSIONS (MON-THU: 6-11 PM)**
 - WEEKEND WARRIOR SESSIONS (SAT/SUN: 1-4 PM)**
- TABVIRTUAL: MANAGE YOUR PERSONAL FINANCES 2.0**
- TABVIRTUAL ELEARNING CLASSES - NOW AVAILABLE!**



Maximize your work potential with my introductory byte-sized sessions

Fill out a short web form to start your Microsoft 365 Journey - TODAY

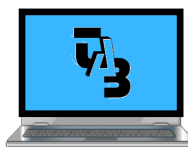
FINANCIAL LITERACY: BALANCING WORK, HOME, AND ACADEMICS

Financial literacy plays a crucial role in our lives, impacting us professionally, personally, and academically. Let's explore how it affects different aspects:

1. **Professionally:**
 - In the workplace, financial literacy involves managing labor hours for your department.
 - Efficient allocation of resources ensures productivity and cost-effectiveness.
2. **Personally:**
 - At home, financial literacy extends to various areas. You juggle vacations, childcare expenses, and monthly bills. Striking a work-life balance is essential.
 - Maintaining a budget and understanding income versus expenses are critical skills.
3. **Academically:**
 - Planning post-secondary education is part of financial literacy. Whether it's improving career prospects or climbing the corporate ladder, education comes at a cost.
 - Investing in your human capital—through education and skill development—pays dividends in the long run.

TAB Training & Consulting, LLC recognizes the significance of financial literacy. We advocate for using **Microsoft Excel** as a powerful tool for recording, managing, and making informed financial decisions. Our services are available through partnerships with community-based organizations, local city agencies, and directly to individuals.

MYPF/MYBF - EXCEL MASTER CLASS



Click [here](#) to save your virtual seat

Monday, April 8, 2024

7:00 PM - 8:00 PM CST

MANAGE YOUR PERSONAL FINANCES 2.0

(MYPF) LEARNING PROGRAM - BASIC MODULE

The Manage Your Personal Finances 2.0 (MYPF) Learning Program – Basic Module empowers individuals by enhancing their Microsoft Excel skills. This learning program is a 4-hour intensive virtual program designed for beginners, but anyone can attend. Participants not only learn about the application but also create a personalized expense-tracking tool. By recording financial data in an Excel-based format, they gain invaluable insights into their spending habits. The program covers essential Excel concepts, including data validation, SUMIF, and proper workbook setup, ensuring effective financial management using Microsoft Excel.

As a bonus, ALL attendees will receive a 30-minute 1:1 coaching session with our Certified Microsoft Trainer, Troy A. Burgher, who has 30+ years of Microsoft training knowledge and experience.

To register for upcoming training courses, click [HERE](#).
All virtual course scheduled times are posted in CST

MYPF 2.0 COURSE SCHEDULE

Class A (weekend class 01) - Session #1 & #2 [SAT]

4/6/24: MYPF 2.0 - Basic Module Pt. 1 [10:00 am-12:00 pm]
4/13/24: MYPF 2.0 - Basic Module Pt. 2 [10:00 am-12:00 pm]

Class B (weeknight class 01) - Session #1 & #2 [Tu/Th]

4/16/24: MYPF 2.0 - Basic Module Pt. 1 [6:00-8:00 pm]
4/18/24: MYPF 2.0 - Basic Module Pt. 2 [6:00-8:00 pm]

Class C (weekend class 02) - Session #1 & #2 [SAT]

4/20/24: MYPF 2.0 - Basic Module Pt. 1 [10:00 am-12:00 pm]
4/27/24: MYPF 2.0 - Basic Module Pt. 2 [10:00 am-12:00 pm]

Class D (weeknight class 02) - Session #1 & #2 [Tu/Th]

4/23/24: MYPF 2.0 - Basic Module Pt. 1 [6:00-8:00 pm]
4/25/24: MYPF 2.0 - Basic Module Pt. 2 [6:00-8:00 pm]

TABWEEK

APRIL 21-27, 2024

ADMIN PROFESSIONAL WEEK

Click [here](#) to register for TABWeek!

TABRADIO RETURNS TO 1ST & 3RD SUNDAYS ON BLOGTALKRADIO.COM @ 3:00 PM CST

TABWEEK KICKOFF BROADCAST: 4/21/24

URL: www.blogtalkradio.com/tabtraining

Guest Call-in #: (517) 387-1288

TABVIRTUAL LEARNING COURSES

Did you know that eLearning (self-study) courses can be more effective than traditional instructor-led training?

We're excited to introduce **TABVirtual eLearning Courses**, a dynamic learning experience tailored to enhance your skills. Whether you're upskilling or reskilling, our courses focus on both core soft skills and Microsoft Office desktop proficiency. By participating, you're investing in your "human capital."

Key Features:

- Flexibility:** Work at your own pace and on your own schedule. Take control of your learning journey.
- Hybrid Approach:** Our unique service combines eLearning courses with personalized 1:1 virtual coaching sessions.
- Effective Learning:** At TAB Training & Consulting, LLC, we prioritize an efficient and productive learning environment for our clients.

Join us on this educational journey and empower yourself with valuable skills!

CLICK [HERE](#) TO BEGIN YOUR JOURNEY

Questions? Let's Talk. 30-min 1:1 Schedule a Virtual Coffee - Click the Cup

Or visit <https://bit.ly/3dqcpKX>