

Morgan Stanley

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Mr. Harry Lader
MicroBites
2379 Woodward Avenue
Lakewood, OH 44107

Dear Harry,

As a follow-up to our Excel Intermediate class on 2/7/14, I wanted to take the time to thank you for an outstanding class. The members of our team at Morgan Stanley utilize Excel in our daily work to analyze client data and prepare presentations for clients. Most of the training we had in Excel was several years ago and we knew that we needed a refresher course to help us utilize the new features that Excel had to offer.

The intermediate class provided us with a series of shortcuts that allow us to analyze and prepare presentations in a more efficient way. Excel has improved over the years and you introduced us to some of the new features that we were not aware of. In addition, the keystroke shortcuts provided time savings over point and clicking with the mouse.

Specifically, we learned shortcuts in formatting and template creation that will save us a few hours each week and provide consistency in the presentations. In addition, your input helped us create a system to provide investment worksheets and inventory them for each client. Your guidance saved us several hours in implementation of this system.

We look forward to working with you again in the future.

Yours truly,



Douglas R. Powers
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