

Training for Charities

We like to offer courses/services on a charitable basis to certain charities each year and this year they included:

- UCB Christian Radio
Broadcasting in Stoke on Trent
- Carers Careline in Redditch
- Build It International in Shrewsbury
- Red Hill Centre, Stratford Upon Avon

Website updates

Our web site has been revamped slightly and we seek to blog hints and tips at least once a month so please keep a watch out for them.

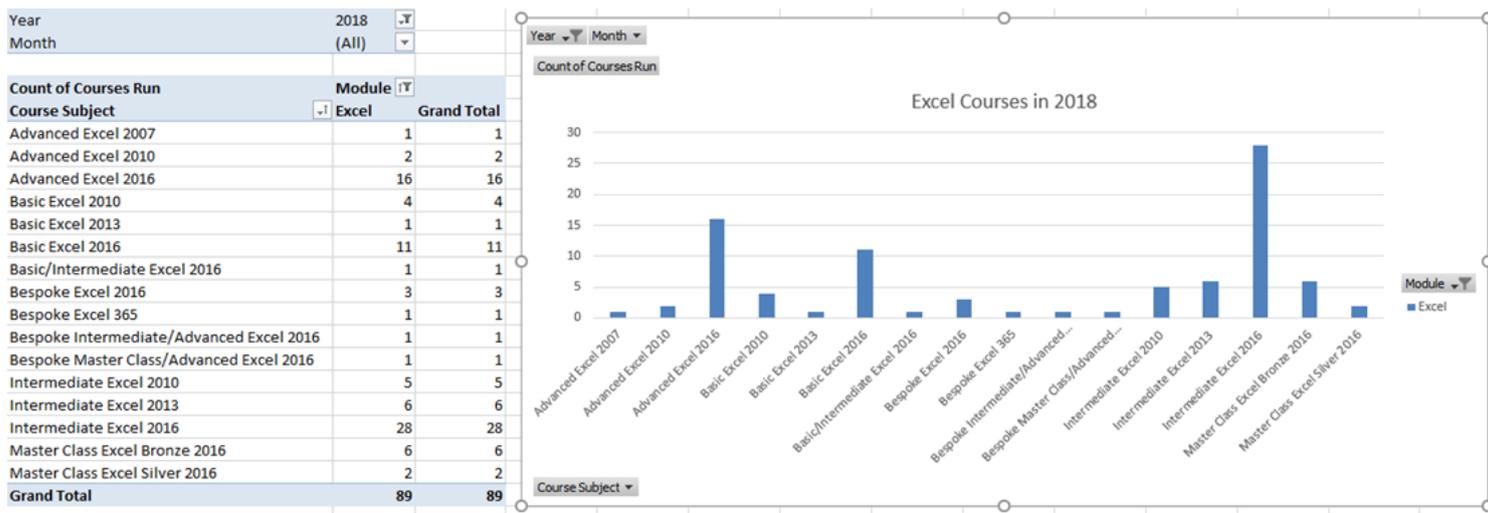
As well as the hints and tips we put on monthly, there are a whole bank already available for you to browse through on the website, take a look and see if they can help you learn something new!

“John had infinite patience and explained everything very well at a pace we all kept up with. Really helpful! Thank you! Best part of the course: speed, demonstrating, reviewing, re-explaining so we all reached the same point”.
 - Laura, attended our Advanced Excel course

News on courses that we have run

A few statistics from this year (as of 31st Oct 2018). 82% of the courses we delivered were in Excel (we offer 5 levels)

Here’s a summary of this year to date:



Thank you 😊

Finally, can I take the opportunity to thank you once again for your custom and if you haven’t seen us for a while please do get in touch.

Hint and tip of the newsletter...

We have a whole list of hints and tips on our website in all of the Microsoft Office packages. In each newsletter we want to bring a different hint and tip to your attention and this month’s is on Conditional Formatting in Excel!

Conditional formatting allows you to have formatting applied to your data based on conditions/rules that you set to help you visually analyse data and identify trends or patterns.

To apply it, you firstly highlight your data and then on the Home Tab click on the Conditional Formatting button. From here you can choose to use the highlight cell rules option or use Data Bars, Colour Scales or Icon Sets.

To make any alterations to any rules you have created, you can select the ‘Manage Rules’ at the bottom of the list when you click on the Conditional Formatting button.

To clear any conditional formatting from your spreadsheet you can use the clear rules options at the bottom of the list when you click on the Conditional Formatting button.

