

# Company Newsletter



Welcome to our business Christmas newsletter!

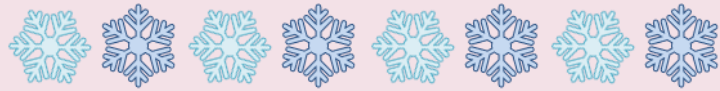
**Summary for this quarter:**

- \* Merry Christmas from the team!
- \* Company news
- \* Training for Charities
- \* Website updates - hints and tips
- \* Hint and tip of the newsletter



From the whole team (L-R above: Dianne, John & Rachel) we'd like to wish you a

*Merry Christmas and a  
Happy New Year!*



**Courses we offer:**

<b>Excel</b>	Basic Intermediate Advanced Master Class Bronze Master Class Silver
<b>Word</b>	Basic Intermediate Advanced
<b>PowerPoint</b>	Basic Advanced
<b>Access</b>	Day 1 ( <i>Basic</i> ) Day 2 ( <i>Advanced</i> )
<b>Project</b>	Level 1 Level 2
<b>Outlook</b>	1 Day Course
<b>Excel Self Teach Packages</b>	Basic Intermediate Advanced

**Company news**

We want to thank all our customers both new and older for their custom and support during 2018.

We have majored on our core strategy of delivering business training courses in MS Office packages.

The new course launched this year was Master Class Excel Silver. It includes half a days' worth of VBA programming. There was more information on this in our last newsletter and if you missed the last one, then get in touch and we can send it to you!

We have once again delivered a good number of bespoke courses written according to the content our customers have wished for. These sometimes even cross module boundaries e.g. Word in the morning and Excel in the afternoon.

We've started to seek our self teach modules and continue to offer other services including

- Excel consultancy
- 1 to 1 tuition

