

New Customers

This year has seen us gain some new customers for carrying out training for. We always enjoy meeting new customers and learning about what they do as a business and this year especially has seen us training some local businesses which we always enjoy helping out a local company. Over the years we have trained members of staff in a wide range of businesses and some of our new customers can be seen below:

- The Company of Animals
- Specialist Aviation Services
- GTMA
- Carpet & Flooring (Trading) Limited

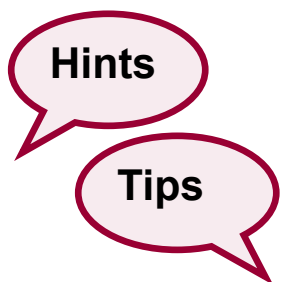
John's sponsored Manchester Half Marathon

This year we are seeing the MD John run the Manchester Half Marathon for charity.

John is running the Manchester Half Marathon for Tearfund the Christian Aid agency raising money for the world's poor.

In the past John has completed many events and has quite a few triathlon medals to show for it but this time he is just doing the 1 leg and purely running!

We all wish him the best here and hope you join us in saying "Good Luck John!"



Thank you ☺

Finally, can we 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.

General hints and tips...

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!

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 Watermarks in Word.

Firstly make sure you have the document you want the watermark on open. Then go to the Design Tab and click on the Watermark option. Click on this button and a drop down menu will appear with options that you can choose from a number of watermarks that are already set up for you. To add any of these to your document, all you have to do is click on the one that you want.

There are also options for a custom watermark. These are either to have a text watermark with any text of your choosing, or you can also have a picture watermark.

To use these options, select the 'Custom Watermark...' option on the drop down menu. This will bring up a pop up window with the options you can choose from.



"John has been brilliant today, very informative. The best part of the course for me was learning new areas in a topic I thought I knew quite well. Nothing to improve on – excellent course".
- Becky, attended our Basic Excel course