

Company Newsletter



Welcome to our business Christmas newsletter!

Summary for this newsletter:

- * Merry Christmas from the team!
- * Company news
- * John's Half Marathon results
- * New 'basics' hints and tips theme
- * A new Excel function - XLOOKUP
- * 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:

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

Company news

We want to thank all our customers both new and older for their custom and support during 2019.

We continue to carry out training for companies mainly in the midlands area but this year has seen us travelling a bit further afield to carry out training. This year has seen both John and Rachel travelling down to London and Surrey for Excel training as well as John travelling to Basildon for Excel training too.

We have also this year started a YouTube channel! A number of our hints and tips have videos walking you through

features in MS Office and so we have put them all together on this channel. To find it, search for 'JPL IT Training Limited' on Youtube and you can browse through the videos that are already there and subscribe to hear about any new ones that are uploaded.

This year has brought some economic uncertainties, as we're sure some of you might be experiencing, but as always we have carried on through them and continue to enjoy training all the individuals that we meet day in and day out.

