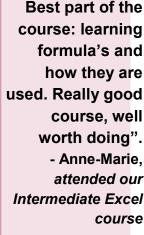## John's sponsored Manchester Half Marathon - 13th October 2019

Well he did it! Earlier this year we mentioned that John, our MD, was running the Manchester Half Marathon and he has now done it! John completed it in a time of 1 hour 40 mins 35 secs and came 1667th out of 11359!

John was running this race to raise awareness and funds for Tearfund the Christian Charitable agency who serve the world's poor. The race itself was quite exciting with so many runners taking part. It was only his 2nd half marathon road race and his friend Mark took part with me. Wendy also ran for Tearfund as you can see from the picture to the right. Josephine came all the way from London to support them and photograph them which was very special. John's final total was £891 but well over the £900 mark with gift aid contributions.

John would like to say thank you to all the supporters/sponsors/family/friends who supported him through the training and the build up to the event.

> **"Presented and explained well. Best part of the course: learning formula's and how they are used. Really good course, well worth doing".**
> - Anne-Marie, *attended our Intermediate Excel course*

New 'Basics' hints and tips

This year Rachel has started a new 'theme' of hints and tips this year covering the basics in a number of packages. So far she has included some hints and tips on Excel, Word, Publisher and PowerPoint!

Hints

Tips

If you haven't had the chance to check them out then pop on over to the website and let us know what you think!

This theme will also continue into next year, if there are any basic topics you would like to see then let us know.

New 'function' news - XLOOKUP!

Now for a lot of you the word above might mean nothing at all, but for some it might peak your interest!

Earlier this year, Microsoft announced that they were working on a new function called XLOOKUP which would essentially replace and 'merge together' the VLOOKUP (everyone's favourite!) and (maybe) the lesser known HLOOKUP.

We were excited to hear about this new function in Excel and are looking forward to its release. As details are released, we will update you on our website news page.

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.

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 from our new basics theme and is on inserting bullet points!

To insert a bullet point: you click on the main part of the bullet point button found on the Home Tab. This will insert a black plain bullet point and you can then start typing in the information. Once you have typed in a line of text you can get your next bullet point up by hitting the enter/return key on your keyboard.

Removing a bullet point: once you have finished your last bullet point line of text, hit enter so that you are now on a new line with a bullet point. From here you can then:
- Click back on to the bullet point button and it will remove it
- Hit enter again and it will remove the bullet point

Use the backspace key on your keyboard to get you back to 'normal text' in your document (you might have to hit it a few times until you are back to the side of the page in Word).