

Company Newsletter



Welcome to our business newsletter!

Summary for this newsletter:

- * Company News for 2020
- * Webex remote training
- * YouTube Channel
- * New 'basics' hints and tips theme
- * A New Excel function - FILTER
- * Hint and tip of the newsletter



Webex Remote Training

With the change in circumstances this year, our style of training has developed too. We suddenly found that our normal style of training on customers sites in person that we have used for the last 25 years wasn't going to work in a lockdown! To that extent, we started on a new venture of remote training through a package called Webex.

John has now carried out numerous sessions since March with all attendees enjoying it! We have also developed 3 new shorter courses that have been run for customers during lockdown to give a taster of 3 of the Microsoft Office packages we train in. All of these can be seen in the table to the left.

Moving forward remote training will be available alongside our on site training for those that it require it.

Just don't be surprised if you hear a contribution from one of the office dogs while you are on a course as they like to sit in!

New short courses

Excel	2 hour course on shortcuts and hints and tips. Delivered virtually
Word	2 hour course on shortcuts and hints and tips. Delivered virtually
PowerPoint	Build a presentation in under 2 hours from scratch

These new courses above are run as well as our existing ones shown below.

Courses we offer:

Excel	Basic Intermediate Advanced Master Class Bronze Master Class Silver
Word	Basic Intermediate Advanced
PowerPoint	Basic Advanced
Access	Day 1 Day 2
Project	Level 1 Level 2
Outlook	1 Day Course
Excel Self Teach Packages	Basic Intermediate Advanced

Company news

We've reached the summer of a very challenging year. As I write the whole of country is still suffering in some way due to the Corona Virus outbreak which affected us from the 18th March as or many of you.

John was down in Essex when it all started ready to deliver 4 days of Excel training but only managed 1 day before the company was locked down and he was sent away.

Thus began a very busy period of time for us working out if and then how we could continue delivering some training to our

valuable client base and beyond. We soon like other IT companies and indeed most companies of all types realised that working from home was going to be a medium term norm so we quickly invested in Webex remote software (it's a bit like Zoom or Microsoft Teams) which enabled us to both communicate and train staff virtually. We found it worked out well for small groups and have delivered over 30 sessions since then.

These range in duration between 1 and 6 hours.

