

# Company Newsletter



Welcome to our business newsletter!

## Summary for this newsletter:

- \* Company News for 2021
- \* New Virtual Training Webpage
- \* Training Internationally!
- \* Office 365 Shortcuts H&T Series
- \* Stationery Refresh
- \* Hint and Tip of the Newsletter



## New Virtual Training Webpage

We have a new webpage on our website!

Over the last year we have been carrying out virtual training since our standard style of onsite training has been unable to happen.

With virtual training appearing to be something that will be around for the foreseeable future, we decided to have a webpage dedicated purely to it on our website with all the details of what we can offer.

Why not pop on over and check it out?



## Virtual short courses

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

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

## 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 Intermediate
<b>Access</b>	Basic Day 1 Basic Day 2
<b>Project</b>	Basic Intermediate
<b>Outlook</b>	1 Day Course
<b>Excel Self Teach Packages</b>	Basic Intermediate Advanced

## Company news

Hi again from us all here at JPL!

Although a lockdown wasn't how we'd hoped to be starting off 2021 with, there have been lots going on still here at JPL. The first couple of months were still fairly quiet for us training wise, but it gave us time to 'clear the decks' of all those admin jobs that you don't always get lots of time for!

We have continued to carry out virtual training with requests picking up from March, we have

even trained in America (virtually of course!) which you can read about on the next page.

Being a family run business we are always grateful of the support from all our customers but especially over this last year, so thank you to you all.

We hope that as the year goes on we will start seeing you all again for training and catch up on how things have been!

