

Training Internationally!

I've now been training via Webex virtually for 14 months and although we keep a record of who, when and what regarding the courses not their location. All we often see in the background is their lounge wall, kitchen or bedroom making up their makeshift office space!

That could be anywhere where the broadband allows a good reception.

In the last 2 weeks John has trained 4 people from the USA: 3 in Colorado and 1 in Ohio. His working day course started at 3pm UK time and finished at 9.30pm in the evening. They literally could have been next door the clarity of the video and sound was so good. Their accent gave away where they were and no doubt his to them too. He has also trained a lady in Fuerteventura in the Canary islands recently.

So whilst the pandemic has reduced the amount of on site training a great deal, it has given us the opportunity to continue trading in a new and vibrant way. Many actually enjoy their course more and we suspect part of that is that they feel relaxed at home.

So although we probably won't get the chance now to travel to exotic locations for courses (never did before really anyway) at least it opens up a larger part of the world's market to us to train people virtually.

“The course was great. John made it really fun and easy to understand tips & tricks and new Excel features that I hadn't known about. We could definitely put them to use here. I am really interested in taking the next course if it is available for us in the future”.

- Ileana (USA), attended Intermediate Excel course

Office 365 Shortcuts Hint and Tips

Everybody loves a shortcut!

Ctrl+C...F4...Ctrl+Z...F11...what do they all do?

Shortcuts are always popular on all of our course, so much so that we've decided to do another mini series of shortcuts for our hints and tips. This series covers keyboard shortcuts and function key shortcuts and they won't just be in Excel. Keep your eyes peeled for future posts as we cover more shortcuts throughout the year.

To look at the ones we've already done in Excel click [here](#).

Hints

Tips



Stationery Refresh!

As this last year has been a little quieter than previous years, we took the time to look over our stationery design to give it a bit of a freshen up!

We now have new pens and folders for when we carry out onsite training! We hadn't change the design for a while so thought the time was right for a new look.

Keep your eyes peeled when you're next on a course for them and let us know what you think!



Thank you 😊

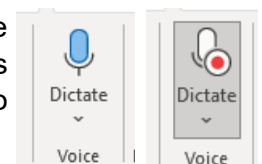
Finally, can we take the opportunity to thank you once again for your custom and if you haven't seen us for a while please do get in touch.

Hint and tip of the newsletter...

We have a large selection of hints and tips on our website in lots of the Office modules. In each newsletter we want to bring a different hint and tip to your attention and this month's is on the [Dictate feature in PowerPoint!](#)

The dictate feature is a newer feature in PowerPoint that allows you to dictate what you want typed in your presentation. This feature can save you a lot of time when creating spreadsheets as rather than typing what you want in them, you can speak and PowerPoint will do the typing for you!

To use this feature you need to first turn it on via the Home Tab by clicking on the Dictate button. Once turned on the icon will change to show a red dot showing you that it is recording. Once this happens you can start talking and PowerPoint will type it for you. To go to the next bullet point you just have to hit enter on your keyboard.



If there are any mistakes you can just go back over and change them once you have finished.