

# Company Newsletter



Welcome to our business Christmas newsletter!

## Summary for this newsletter:

- \* Merry Christmas from the team!
- \* Company news
- \* Our new website!
- \* New customers for 2021
- \* Hint and tip of the newsletter



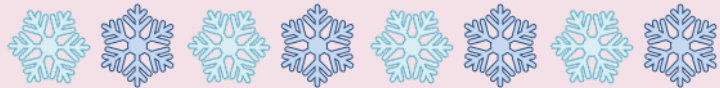
## Course delivery

All our courses can be carried out onsite or virtually, depending on what you need.

If you are not sure which would be best for you and your team, then have a chat with us and we'll help you decide which is best for you!

From the whole team we'd like to wish you a

Merry Christmas and a  
Happy New Year!



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

## Company news

2021 has seen an improvement in sales and enquiries over 2020 which is not surprising as lockdowns began to ease and we were allowed on site.

It was particularly pleasing to receive orders for courses from new clients for both on site and virtual training.

Again Excel courses prove most popular across all our 5 levels.

Rachel has also certainly been more active running

courses compared to last year and no doubt her marketing of our new website has helped.

There is still uncertainty amongst some of our regular base of customers but we are optimistic they will return in 2022.

Thank you for your support during 2021 and we wish you all a happy Christmas and a successful New Year.

John Legge  
Managing Director

