

Company Newsletter



Welcome to our business Christmas newsletter!

Summary for this newsletter:

- * Merry Christmas from the team!
- * Company news
- * John's Book
- * New Customers
- * 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, we'll be happy to help you decide which is best for you!

Courses we offer:

Excel	Basic Intermediate Advanced Master Class Bronze Master Class Silver
Word	Basic Intermediate Advanced
PowerPoint	Basic Intermediate
Access	Basic Day 1 Basic Day 2
Project	Basic Intermediate
Outlook	½ Day Course

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

*Merry Christmas
And a
Happy New
Year!*



Company news

Up to the end of November we have already delivered 92 courses with 84 of them being Excel courses!

Excel has always been our most popular course as it is used so frequently and heavily in businesses of all industries.

As well as our standard courses, we have run quite a few bespoke courses where we have built the course content around the clients data. Making the course even more tailored to their needs.

This next year marks our 30th year of being in

business and we are having a small celebration to mark the occasion early next year. I comment on how things have changed over those years in my book (which is mentioned as some news on the next page).

30 years in business is an amazing milestone and we thank you all for your support over the years and during 2025.

We wish you all a happy Christmas and a successful New Year.

John Legge

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