



## Better Your Business - 2 Hour training Workshops

Microsoft Office - the ultimate software package which helps the busy professional to streamline their time-management skills in order to maximise profits.

Whether for the student, home or office - the following workshops show you how to improve your productivity with useful tips & tricks.

### MS Word –

- Improved techniques for working with large documents
- How to optimize your personal settings
- Using templates to avoid repetitive work
- Techniques to help you produce professional looking documents
- Plus many other benefits which will help you run your business more efficiently and effectively

### MS Excel –

- Working with large amounts of data
- Enhanced formatting options for your charts
- Optimizing your personal settings
- How to compare data from various sources
- How to benefit from more commonly used functions and formulas
- Plus many other benefits which will help you focus on your bottom line

MS Outlook and Time Management - Helping the busy professional to be more cost-effective and in control of their time. Learn how to set-up a client (or personal) database which can link into MS Word/Excel document for circulars or marketing material ... how to organise your diary and keep ahead of deadlines... plus so much more.

These two-hour workshops give an incredible and professional insight to all the benefits of these essential packages. In addition, bespoke training packages can be arranged upon request.

If you would like to improve your profits and visibility please contact our training consultant on: **0774 8597 959** or e-mail: **enquiries@st360degrees.co.uk**