



Digital Skills for Organisations

MS Office - Improve Your Use (2010, 2013, Office 365).

Word—Track changes, Mail Merging, Templates, Styles

Excel—Basics, Formulas, Pivot Tables

P/Point—Presentation essentials

Outlook—Manage your emails effectively



We can help train your staff to maximise their use of MS Office leading to time and cost savings. 1 to 1 or classroom, 1 hour or all day, your site or ours - bespoke to your needs.

Training also provided for **Visio, One Note and Publisher.**

Please contact us for an informal chat regarding training and improving your orgs digital skills:

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