

bytesize training

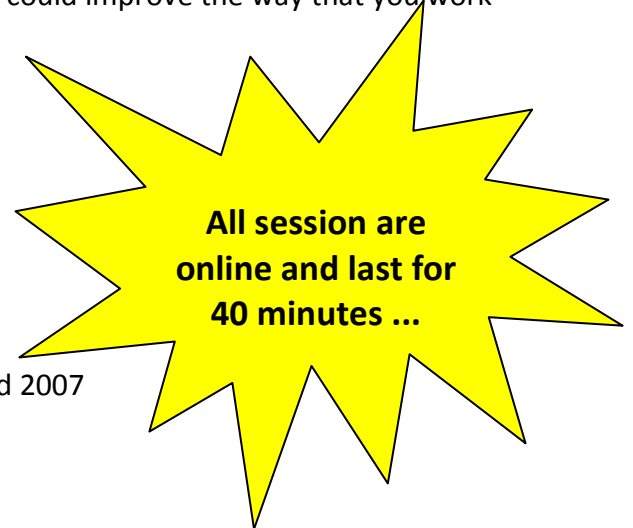
Nourishing your mind with simple tools and techniques in MS Office (Word, Excel, PowerPoint, Outlook etc) to help you to be more efficient and improve your productivity!

We all use MS Office products in our daily lives but I wonder how efficiently we use them? Do you find yourself wasting time trying to mail merge, printing labels or envelopes? If so STOP!

Our Bytesize training sessions are short and to the point. All you need is a telephone (or skype) and access to the web and a little time and you could improve the way that you work immediately.



- become more effective
- reduce stress and worry
- get more done
- improve your confidence
- improve your productivity
- make more money!



Find out about the difference between Office 2003 and 2007

The notes from each session build into a useful book

Testimonials

David has greatly helped build my confidence and skills. I can thoroughly recommend his services as a trainer who can bring people and technology together in harmony..

Cllr Launchbury Salisbury District Council

I always enjoy the training sessions online. They are short and easy to understand and I always learn something that I didn't know. Sam Jordan - Director

David Vane has been able to teach us all something which has enabled us to do our work in a much more efficient manner Cllr Hill - Salisbury District Council

Book online now - go to www.247virtual.com/bytesize