

# Company Newsletter



Welcome to our business Christmas newsletter!

### Summary for this newsletter:

- \* Merry Christmas from the team!
- \* Company news
- \* Baylis and Harding Training
- \* Chamber AI Course
- \* 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, 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

### Company news

Up to the end of November we have already delivered 100 courses with 84 of them being Excel courses!

Excel has and still remains out most popular course as lots of businesses use it day to day.

We have run lots of standard Excel courses but have also run a variety of bespoke ones, tailoring the course content to the needs of the staff on the courses.

We have now been in business for almost 29 years with most of those years spent training

staff in MS Office software. We've trained mainly onsite throughout those years with more recent ones running some virtual training courses too.

We regularly update our blogs and YouTube videos on our website so please take a look.

Thank you for your support during 2024 and we wish you all a happy Christmas and a successful New Year.

John Legge  
Managing Director

