

**Welcome** to the first edition of the new look MCT newsletter. We aim to bring you practical tips to save you time, as well as introducing members of our team, new courses and special offers. We value your feedback, so please get in touch with [suzanne@mctraining.co.uk](mailto:suzanne@mctraining.co.uk)

## PowerPoint 2003:

### WHERE HAS PACK & GO GONE?

This feature has been enhanced and renamed to Package for CD.

### WHAT'S THE BENEFIT?

Now, when you quickly copy your presentation along with any supporting files to a disk or network location, the Microsoft Office PowerPoint Viewer is included by default. That way the PowerPoint Viewer will be available to run the packaged presentations on another computer even if PowerPoint is not installed.

### HOW TO USE PACKAGE FOR CD

1. Open the presentation that you want to package. Remember to Save any changes to your presentation.
2. Insert CD into CD Drive  
What CD's to use?
  - Blank recordable (CD-R) – You cannot rewrite information onto this CD
  - Blank rewritable CD (CD-RW)
  - CD-RW same as above, but already has information on it, which can be over written
3. Now that you are ready to Package your Presentation select the File Menu (In PowerPoint), click on the command Package for CD.
4. A dialogue box will appear "In the Name the CD" Type a name for the CD.
5. Go to Add more Presentations, click on Add Files, then select the file and click on Add.

For further information regarding the above please contact [caroline@mctraining.co.uk](mailto:caroline@mctraining.co.uk).

### BESPOKE TRAINING ONLY A PHONE CALL AWAY

At MCT we pride ourselves on providing bespoke training – suited exactly to the needs of your workforce. From one-to-ones, to group training; with mainstream or in house software, we are flexible and affordable.

Call us on 0808 1446989 for a hassle free way to a well trained team.

### FRESH NEW LOOK

MCT are pleased to team up with local graphic design company Mzuri Design in 2007  
[www.mzuridesign.co.uk](http://www.mzuridesign.co.uk).

Together we have already updated our branding and newsletter. In time, we will also be ringing the changes in all our printed materials and website. We hope you like our fresh new look.

### SPECIAL OFFER

Have you considered booking training with us, but never

## SHORTCUT KEYS FOR ALL WINDOWS BASED SOFTWARE



### **Ctrl+N**

Creates a New File, ie: Word Document, Excel Workbook, PowerPoint Presentation, Outlook Email

### **Ctrl+P**

Enables you to print a File as above

### **Ctrl+Home**

Takes you to the Top of the File

### **Ctrl+End**

Takes you to the Bottom of the File

### **EXCEL SHORTCUT KEY Ctrl+;**

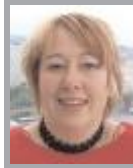
Puts in today's date

### **WORD SHORTCUT KEY Ctrl+A**

Selects all text in the whole document

### **POWERPOINT SHORTCUT KEY Shift+F3**

Toggle Cases (Changes text through Upper, Lower and Sentence Case)



**Caroline Whitley – Senior Training Consultant and Course Administrator**

Hello, I am Caroline Whitley and a Senior Training Consultant with MCT Limited and also the Course Administrator, so if you want to book a training course it is likely that you will be talking with me. As most of our training is customised, being a trainer as well as an Administrator helps with setting the aims and objectives of the courses to meet with your requirements.

I have been actively training within the Industry since 1991 and still enjoy every aspect of the challenge of training and the satisfaction I get in helping and passing information to others. In fact I would say that I have a passion for training!

I have a lovely family – 3 girls aged 11, 5 and 3 and a wonderful husband. So they keep me busy. One of my hobbies is painting and the extension we have recently had put on our home has given me plenty to keep going. As a family we love travelling to France. Its not too long a trip for the girls, the costs are reasonable, weather is good and the food and wine are excellent!

So whenever you would like to book a training course – contact me on: [Caroline.Whitley@mctraining.co.uk](mailto:Caroline.Whitley@mctraining.co.uk) and I will arrange a course to meet all your personal and business requirements.

We're pleased to offer **50% OFF** the first training session that you book with us. Tempted? Call us today to book your first session.

### **IMPROVE YOUR OFFICE DOCUMENTATION**

A one off one-to-one 3 hour session for £99.00

To be booked through Caroline Whitley – the session will give you some initial hints and tips in using your current Office Documents and a report of how you can increase your productivity.

Pass It On... If you know of someone who is looking for a new training partner, or who would simply benefit from the hints and tips in this newsletter, please pass it on.

**New Team Member** - We are delighted to welcome Val Latus to the team. Val rejoins MCT to improve and update all course notes. We are working on exciting new course packs which will be rolled out later this year. Watch this space!

**Training Facilities** – In addition to training at your own premises, we can now offer dedicated training facilities in Hindhead, Surrey. Located in beautiful surroundings just off the A3, the site is easily accessible and is the perfect venue if you want your training to take place off site.



## IITT Accreditation Approved for 2nd Year

MCT are pleased to announce that we have received accreditation from the Institute of IT Training for a second year running. The IITT's mission is to continuously raise standards of professionalism within the training industry. MCT's performance was measured against rigorous standards set by the IITT and we are now accredited until January 2008 when we will be audited again.

## CASE STUDY:

**Client:** Oak Lodge Dental Practice.  
[www.oaklodgedental.co.uk](http://www.oaklodgedental.co.uk)

**Mission:** To provide one-to-one training for two support staff at this busy dental practice

**Objective:** To improve excel skills

**Trainer:** Caroline

**Feedback:** "Caroline was a great trainer. She had a 1.5 hour session with each team member, with training adapted to their individual needs. They are both more confident, have a better knowledge of Excel and have learnt new shortcuts and formulae that are saving them time and hassle. We plan to book regular training sessions into the calendar in 2007."

### YOUR CONTACTS AT MCT

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