



E-NEWS Summer 2008

Welcome,

to the second edition of the MCT newsletter. Full of practical tips to save you time, as well as news and events from MCT, and also a chance to find out more about one of our team, new courses and special offers. We hope you enjoy reading it.



SHORTCUT KEYS FOR ALL WINDOWS BASED SOFTWARE



SHORTCUT KEYS

WORD SHORTCUT KEY

Ctrl+A

Select the whole Document

Ctrl+<>

OR

Ctrl+[]

Increases **Font Size** in the word file.

Ctrl+P

Enables you to print a Files

Ctrl+Return

Gives You a New Page in a Word Document

Ctrl+End

Takes you to the Bottom of the File

EXCEL SHORTCUT KEY

Ctrl+;

Puts in today's date

WORD and POWERPOINT SHORTCUT KEY

Shift+F3

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

Have a go with these and I'll have more for you next time..

**Richard Sealy-
Director**



Hello, I am Richard Sealy a director at MCT. My role covers course development, training, database and VBA consultancy, so if you want to improve your efficiency through training or enhance your business processes by automating your workflow then I will be happy to assist. I have been working in the training Industry throughout my career and since the late nineties have concentrated on delivering a wide range of IT courses. More recently I have been concentrating on finance software as a tester, trainer and consultant as well as providing solutions for integrating payroll, timekeeping and reporting data. I have a great family with 3 girls aged 10, 8 and 5. The girls have a love of dancing, whether it be ballet, tap or modern jazz, so there is always extra practice for an exam, or exhibition and or show to watch. We all like the outdoor life and love cycling along the Thames and through the parks. So if you need advice on how to plan a training session or rollout a new package – contact me on:

Richard@mctraining.co.uk

and I will arrange a meeting to advise you on how to plan and deliver your requirement.

**RICHARD SEALEY
Director**

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.

SPECIAL OFFER

Have you considered booking training with us, but never quite taken the plunge?

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.

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.

CASE STUDY:

Client:	Hilary Such, Liaison Manager, Office for National Statistics, www.statistics.gov.uk	Feedback:	Hilary Such oversees all training for ONS e MCT and commented: "MCT are very reliable and I always get positive feedback from all training sessions. Their pre-course evaluation they are always quick to adjust their training the group there are training too – which is great at a time."
Objective:	MCT regularly work with ONS to provide for their training needs in three main programmes: MS Project, MS Access and MS Excel.		

YOUR CONTACTS AT MCT

SALES ENQUIRIES:

SUZANNE@MCTRaining.CO.UK

COURSE BOOKINGS:

CAROLINE.WHITLEY@MCTRaining.CO.UK

INVOICE ENQUIRIES:

EMMA@MCTRaining.CO.UK

TESTING ENQUIRIES:

RICHARD.RUSSELL@MCTRaining.CO.UK

MCT

Swan House Passfield Business Centre Lynchborough Road Passfield Hampshire GU30 7SB
T 0808 1446989 F 0870 1312087 E enquiries@mctraining.co.uk W www.mctraining.co.uk

Limited