



consulting / systemising / training



Les Gutteridge
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Les is More!     'FOLLOW' me any way you 'LIKE'

Half-Day Courses

In the highly rated **"Don't Forget Your Laptop"** series with **Les Gutteridge**

Courses that develop your skills beyond the basics; increase confidence; and make a huge impact on your work, to save time and money! Bring a laptop!

"Les is really good, professional and focused – the man to contact for MS Office training."
Robin Bennett, Start Software, Bridgnorth



Simplifying Microsoft Office
for busy people

Half-Day Courses

Trainer: Les Gutteridge

Cost: £75 per person

Times: 09:30-12:00 or
14:00-16:30

les@101systemworks.co.uk www.101systemworks.co.uk
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Book Now!

Places are limited but courses run often!

Check on our Website for Dates and Venues:



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And yes - "Les is More!"

"You should definitely work with 101. I am sure you will not regret the decision."
Peter Band, West Bromwich Albion Football Club



Terrific Training
to speed up daily tasks

Did you know that 80% of people use less than 20% of the capabilities of Excel, Word, PowerPoint etc? Our courses are designed to rectify this and ...

We guarantee our training will be:

- Relaxed and jargon-free
- Practical, flexible and cost effective
- Full of golden time-saving nuggets
- Tailor-made to your suit your needs
- A huge boost for your confidence and skills
- Complemented with clear, high quality notes

"I left my training with 10 top tips that will save me at least 30 mins a day when doing my normal work."
Phil Priest, Utility Warehouse



Wicked Word
docs & templates - perfect & professional

You can't do without Microsoft Word, but are you using it to its full potential? You'll get lots of tips on this course. It's designed to help you create great looking documents and we guarantee you'll be saying, "I wish I'd known that years ago!"

Course Highlights

- Tips for getting around documents quickly
- Better ways of handling text and paragraphs
- Tabs and Tables made easy
- Controlling Mail Merge

"Excellent course, useful with lots of tips. Thank you very much Les"
Sharon Spowage, SILCS, Lincoln



Popping Powerpoint Presentations!
engage an audience

Ever come out of a presentation thinking, "Facts were there but it didn't engage me..."? Why didn't it hit the right spot? Do you want to know how to do it better? We have just the course for you, designed to make a huge impact on your audience!

Course Highlights

- Dos & don'ts
- Creating great slides & hand-outs
- Slide Masters
- Running presentations – Animations?

"Les is extremely proficient and will go out of his way to find answers to your problems"
Carole Mathieson Consulting Ltd, Birmingham



Sparkling Spreadsheets!
save time & money

Microsoft Excel is a top-notch spreadsheet application! If you want to increase your confidence with this versatile of business tools, then this course is for you! Developed to make a huge impact and move you from the basics to beyond!

Course Highlights

- Easy spreadsheet management
- Building formulas with confidence
- Managing Lists of data
- Tables and Pivot tables

"Les's course was the best I have ever attended. We all benefitted what-ever our skill level."
Maggie Willetts, Bloomer Heaven, Birmingham