

# update

## WELCOME TO GREENMARCH UPDATE: Designed to keep you up to date with developments at GreenMarch, IT products & training.

As you can see, we have started the new decade by refreshing our branding which we feel reflects our fresh approach to IT! Along with our logo we've also updated our suite of IT training. Read on for more details.



## LUNCHTIME LEARNING

A new service that delivers focussed, bite-size chunks of lunch hour learning to improve productivity and daily use of the most common software packages and in-house systems. Whether it's taming out of control email, improving time management, managing complex data with Excel or creating slick PowerPoint presentations with ease...we can cover it

### BENEFITS FOR THE EMPLOYEES:

- Improved productivity & time management to ease daily work stresses
- Short & punchy sessions that are easy to digest & quick to put into practice
- Cheat sheets to take away
- No travel required as they take place onsite
- No disruption to the normal workday & responsibilities

### BENEFITS FOR THE COMPANY:

- Increased staff productivity & morale
- No travel costs as sessions are delivered onsite
- No disruption to the normal workday or daily responsibilities
- Ideal for briefing staff on changes or upgrades to your systems
- A wide range of topics offered - including bespoke topics for your organisation

Find out more on our [website](#), or contact us on 01789 415000 today.

## THE GREENMARCH DIFFERENCE:

Unlike a lot of our competition, we include the following for FREE in our course fees as standard:

- pre-course questionnaires to tailor courses to delegates
- practical course materials that include work related exercises
- 8 laptops to transform your conference room into a training facility
- unlimited email & telephone post course support

## NEW IMPROVED COURSE MATERIALS:

We've refreshed our course materials for 2010. They now feature...

- a user-friendly visual layout.
- reference pages that spotlight key points of a topic
- bite size topic sheets with step by step exercises, screenshots, summaries & tips
- exercise files so delegates can easily recap just on the areas they need
- a handy index for quick reference



# QUOTE OF THE QUARTER

Thank you for such detailed and thoughtful training in response to our queries.  
It has been incredibly helpful.

**Ellen Ward** Project training - 22/10/09

## CASE STUDY: Oxford University Press Managed Service



With over 1500 employees, OUP have been printing books since 1669 and is now one of the largest publishers in the UK.

With the number and complexity of software packages and in-house applications rising, the breadth of knowledge required to conduct training in-house had become too great

and too costly. They also needed a company who could manage the administration of the training too.

GreenMarch were selected back in 1995 to provide the ongoing provision of IT training as they could offer the full breadth of Microsoft, in-house and SAP application training, as well as manage course administration. OUP's role is now just to agree the budget and schedule of courses and GreenMarch handles the rest!

### WHAT'S INCLUDED?

- Company branded website for online course info & bookings
- Training room & facilities booking
- Training e-shots to advertise training internally
- Monthly reporting (including delegate feedback analysis)

"The great thing about GreenMarch is that they handle all of the course administration for us. They even provide a website facility so that our staff can view and book courses online. As far as our staff are concerned, GreenMarch is our IT training department."

**Lorna Bevan**

Learning & Development Director, Oxford University Press.

### HOT TIP: Create Messages Quickly Right from Your Desktop Using Outlook

If you send messages to a person frequently, you can speed up the process of creating a new message to him by creating a shortcut on your desktop. Here is how:

1. Right click anywhere on your desktop, select **New**, and then click **Shortcut** on the shortcut menu. A *Create Shortcut* dialog box appears.
2. Type **mailto:** followed by the person's email address, e.g. `mailto:someone@somewhere.com`
3. Click **Next** and enter a name for your shortcut.
4. Click **Finish**. A new shortcut appears on your desktop with the Outlook icon.
5. Whenever you wish to send a message to this person, just double click on the shortcut. Outlook will open (if not already open) and a new message will display with the e-mail address of the person pre-populated.
6. You can rename the shortcut if you wish.

### EXCEL SHORTCUTS:

ALT+= (equal sign)	Insert an AutoSum formula with the SUM function.
CTRL+; (semicolon)	Enter the date.
CTRL+=	Show formulas/values
CTRL+0 (zero)	Hide the selected columns.
CTRL+9	Hide the selected rows.
CTRL+D	Fill down.
CTRL+R	Fill to the right.
SHIFT+F11	Insert a new worksheet.

Find out what GreenMarch can do for you by visiting

**[www.greenmarch.co.uk](http://www.greenmarch.co.uk)**

calling us on **01789 415000** or email: **[update@greenmarch.co.uk](mailto:update@greenmarch.co.uk)** today.