



YOU WOULDN'T USE ONLY 10% OF YOUR COMPUTER SCREEN, SO WHY USE ONLY 10% OF YOUR SOFTWARE?

UNLOCK THE OTHER 90% OF MICROSOFT OFFICE & SAGE
WITH TRAINING FROM UTILIZE IT SUPPORT.

At Utilize we not only fix your IT problems, we want to help you get the most out of your applications too.

We have invested heavily in our training division to offer clients specialist training on the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Access), and Sage Accounts, Payroll & Construction.

You have invested heavily in these applications but research shows that over 90% of the software's capabilities are never used! Now is the chance to

maximise the efficiencies they can provide.

Our courses aim to reduce the time taken to complete routine tasks as well as inspire new ways of performing existing tasks. For instance, we can combine tuition on PowerPoint with assistance on enhancing your presentation skills or get you up to speed with Microsoft Outlook to improve time management.

Utilize training - helping you unlock the full potential of your software and your staff.



SEE OVERLEAF FOR MORE DETAILS



UTILIZE SPECIALIST TRAINING COURSES. HELPING YOU GET THE MOST OUT OF MICROSOFT OFFICE AND SAGE.

All Utilize training courses can be on a one-2-one basis or group training sessions of up to 5 people per day from basic to advanced. All training is undertaken by fully qualified Microsoft Office or Sage trainers.

YOUR QUESTIONS ANSWERED:

Q. Where does the training take place?

A. We can either visit you or we are happy to welcome you to Utilize Offices in Essex and Kent - a great opportunity to meet your support team!

Q. Can we focus on one application such as Outlook or does the training comprise of all applications?

A. Each training course is focused on your individual requirements, be it diary management, Office shortcuts or report writing in Sage.

Q. We don't need to use all the features in an application and don't want to waste time learning those that my staff will never use.

A. We agree, that's why each course is tailored to what you need as a business and focuses on key elements of the software.

Q. If I forget how to use a feature what support do I get?

A. All training courses are backed up with access to our trainers for 30 days to help you out in those momentary lapses of memory.

Q. We have just upgraded to the latest version of Microsoft Office and have been proficient users in the past, how can this training help us?

A. It's perfect for you, the latest version of Microsoft Office has a completely different look and feel to most previous versions which means your staff are probably wasting hours on a regular basis trying to work out how to create that all important pivot table in Excel or access the 'whizzy' features in PowerPoint!

Q. Can you train me on just the key differences between Sage versions?

A. Not only can we train you how to use them but point out which features will benefit your business so you can focus on these.

Q. We use an old version of Sage and some of our newer staff are unfamiliar with this application, can you help?

A. Utilize can help with older versions, however it may be time to upgrade to the latest Sage package. Upgrades can provide more advanced features such as Business Intelligence and great reports - speak to your Utilize Account Manager today for a free consultation.



CONTACT YOUR UTILIZE
ACCOUNT MANAGER
TODAY ON
0845 366 6085
TO DISCUSS YOUR
UTILIZE
SPECIALIST TRAINING
REQUIREMENTS.



UTILIZE IT SUPPORT. CARING FOR YOUR SYSTEM LIKE IT'S OUR OWN

