

DO YOU RUN YOUR BUSINESS FROM HOME?



Do you need a professional business address? Maybe you need your phone calls answering or need occasional access to a meeting room. Space4Work can help from as low as £10 per month.



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'Mentoring for All'

Did you know that for just £250 + VAT you could have your own personal 'Business Mentor' for a whole year?

If you are the owner of a small to medium sized business in the East Midlands, 'Mentoring for All' may be for you.

The programme is supported by East Midlands Development Agency and offers the expertise of another business leader to help you develop your own skills, solve problems and grow your business.



To find out more information, please call NBV on 0115 9705550 or email mentoring@nbv.co.uk

Need more clients?



Then meet your new sales team

Breakfast once a week is worth an average £26,000 per year to members.

Over 50 referrals passed to members last month alone

If you're tired of not knowing where to get clients from come and have a friendly breakfast with us. You get to tell people about your business straight away.

Call Helen or Liz now to book your breakfast:



0781 056 2532 (Helen)
01773 880 113 (Liz)

Tips from our 'local' Computer Tutor

✂ Microsoft Office Shortcuts ✂

Using keyboard shortcuts can be very useful; they enable you to format or make changes within documents without using the toolbar.

Tip When formatting/changing text already typed in a document remember to highlight it first so the PC knows what you want to format or change.

Bold = Ctrl and B keys *Italic* = Ctrl and I keys
Underline = Ctrl and U keys

Left align = Ctrl and L

Right Align = Ctrl and R

Centre Align = Ctrl and E

Copy Ctrl and C
Cut Ctrl and X
Paste Ctrl and V

Help, advice & training 07810562532
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