Document Production Specialist amp IT Tutor
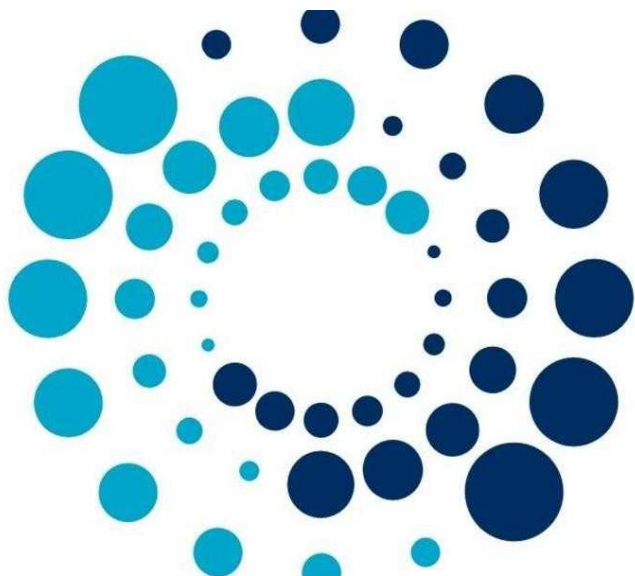
Location   **Scotland, Ayrshire**

https://www.freeadsz.co.uk/x-430585-z

I offer designing, writing and editing of all forms of Microsoft Office documents: posters, pamphlets, leaflets, cards, academic documents such as theses, dissertations and projects, spreadsheets and Powerpoint presentations. Conversion of final document to pdf if required.

â€‹

I will design the document you need to meet the specifications you provide, and can make is as simple or complex as you would like. I can use functions and formulae in your spreadsheet or keep it as simple as rows and columns. I can include lists, tables, objects, pictures and whatever else you would like, or keep it to plain text.
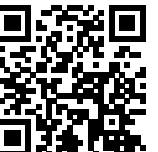
â€‹

You will need to already have the content you want in your document (I don't research or source material for your document, you do that!). But whatever content you have, I can put it into whatever format you would like, and, as a native English speaker, I have excellent English language skills.

â€‹

My rates are very reasonable: between £20 and £22 per hour or 1000 words. I also offer one-on-one computer classes for adults in the use of the Internet, online shopping and banking, information searches, online TV, news and weather, home grocery deliveries, eBay, using maps, Microsoft Word, Excel, Powerpoint, Publisher, setting up online email accounts and webpages, social media, self-publishing, basic usage of a computer, files and folders, games, DVDs, cleaning up computers and removing programs, websites, etc. I will tailor my instruction to your level of knowledge and to what you wish to get out of it. You can learn as much or as little as you wish. â€‹ My tutoring rates are very reasonable too: £20 per hour per adult (one at a).