

From: QA Web Bookings
Sent: 30 May 2018 21:11
To: Example
Subject: QA Joining Instructions for Microsoft Excel 2010 Level 1 (DEX10L1) Start Date: 03/08/2018
Ref: 8364719



Sign in to myQA >



Hello Example,

Your training course with QA is coming up soon so why not join the myQA Delegate Portal which will help you get information on and manage your booking?

When you have signed in to myQA - which you can do by clicking the link above - you'll be able to find information about your training, read any pre-course work you might have, and enter details and information which will help us at QA give you a better experience. You can also tell us about any special requirements we should know about.

The new myQA Delegate Portal is a responsive website which means you can look at it anywhere including on your phone, or on your tablet, and it is a great place to get the best from your QA training course.

If you've got any questions, please don't hesitate to [get in touch](#), and in the meantime, we'd be really keen to hear about what you want to get out of your course through [a two minute survey](#).

Many thanks,
QA Web Booking Administration Team
0113 220 7103

Your event details

COURSE

Microsoft Excel 2010 Level 1



DEX10L1

[Read full course details >](#)

WHO'S GOING?

Example Delegate

ref. 8364719



DATES & TIMES

03 August 2018 at 09:30

QA Manchester (Oxford St) Centre
1 day



You should aim to arrive 15 minutes early to make sure you've got time to get through course registration.

VENUE

QA Manchester (Oxford St) Centre

8th Floor
St James Buildings
61-95 Oxford Street
Manchester
M1 6FQ



0345 074 7857

QA's centres open at 8.30am and we have a smart casual dress code. If you have any special requirements for your training, please [contact me](#).

[Get maps and directions >](#)

[See centre features & local amenities >](#)

Things to check



Make sure you meet the course requirements

You can **check the pre-requisites** for the course on our website. We won't be able to accept anyone onto the course if they don't meet the requirements, so it's important to check early. If you're worried or unclear about anything please **contact me** and I'll talk them through with you.

[Check the pre-requisites for this course >](#)



Get even more from your event

- Receive course updates straight to your phone
- Get FREE course-specific Key Learning Points to your phone / email
- Get details of related and recommended learning paths
- Let us know about any special requirements you may have

[Update your preferences](#)

If you need to get in touch...

Our booking reference number is 8364719

Email me

web.bookings@qa.com

Phone me

0113 220 7103

Many thanks,

QA Web Booking Administration Team

You have been sent this email because you recently booked or were booked onto a course with us.
You can [manage your QA communications preferences here](#).

QA respects your rights to privacy and understand the importance of protecting personal information that we hold about you. We have set out in our privacy notice (available at <https://www.qa.com/legal/privacy-notice>) information about what personal information we collect and how it is used and shared. Our privacy notice also includes details of who to contact if you have any questions about our privacy and data protection practices.
15DJIS v4.7

Microsoft is a Registered Trademark of Microsoft Corporation in the United States and/or other countries.
All third party trademarks acknowledged.

QA works with organisations to transform performance through learning. We are dedicated to making our clients more successful through the provision of world-class training services.
To find out more visit www.qa.com

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

QA Ltd. Rath House, 55-65 Uxbridge Road, Slough, Berkshire, SL1 1SG.
QA Ltd. is a company registered in England with company registration number: 2413137