



Seasons Greetings



Welcome to our December news, and best wishes to all our readers for a happy Christmas.

Once you have finished using Excel for your Christmas list, you might like to move on to more advanced tricks in this amazing tool. Join us in January to open up great possibilities for labour-saving ways to use [Excel](#). If you like Excel Autofill, you will like our [tip](#), and if you're an Office 2007 user, our [article](#) is for you.

You are receiving this because you have previously purchased from [Nicholson Solutions](#), or have expressed an interest in our services. If you don't wish to receive this newsletter in future, just [email](#) and let us know.



User tip of the month:

Smart way to use Autofill in Excel

If you're familiar with using the fill handle to continue a sequence in Excel or to populate all cells in a column with the same formula, you might be interested in this fill-handle shortcut.

If you have a column of data, and in the next column you create a formula, which you want to copy to every populated row of the sheet, instead of dragging the fill-handle all the way down the column, you can double-click it. Your formula will be automatically copied all the way to the bottom of the data. Nice one!



Next month's featured course

Our featured course is **Excel 2003 Advanced**.

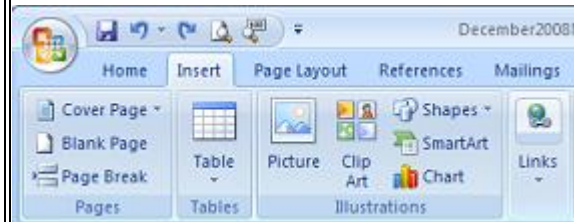
In this course you will develop your skills using spreadsheets to take full advantage of the powerful functions of Excel to develop an effective spreadsheet solution.

You will learn how to:

- Import and analyse data
- Manage access to your worksheet and

Colour me comfortable

Office 2007 offers you 3 different colour schemes for your ribbon. This is how it looks when you install it:





- protect cells and formulae
 - Work with templates
 - Explore the charting options and analyse data in pivot tables
 - Understand and use macros
 - Use the auditing tools
- [Click](#) to view the full course content.

The content is based on the ECDL advanced, and you can assess your own skills against this standard using our [skills assessment](#).

Date: **Thursday 15th January 2009**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£195 plus VAT per person**

[Book now](#) as there are only **3 places remaining**.

Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.

but you can also choose to have it look all dark and dramatic like this



or more subtle and calming like this



To choose a colour scheme click the Office button, then in the bottom right corner of the dialog box, click the Options button and in the Popular tab select your colour from the Colour Scheme list



Color scheme: **Silver** ▼

Other scheduled courses

View our course diary for the coming months. We have courses scheduled in January for **Word, PowerPoint, Access, Project** and **Sage**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Outlook, SharePoint, Dreamweaver Adobe Acrobat** and **Contribute**. Call us to discuss your requirements.

We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.

Computer addict gift idea


You can find some strange and wonderful things on the internet. So wonderful that you might spend longer than is good for you staring at your computer.



So you might find a use for our gift idea, but it does seem to me you have to stay at the computer to use it!

Click to see the [USB Accessory Gift Pack](#)



All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service . Recommend us to your friends and get a free training session worth £33 (one free session per referral following confirmation of a course booking).

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