



### Welcome!

This month we are featuring Word, since the quality of the documents you send out is an important part of how you present your work, your business or perhaps yourself.

[Try out our tips](#)  
[View our courses](#)  
[AutoCorrect](#)

We have both Word 2003 and Word 2007 courses running in the near future, so we'd be delighted to discuss your requirements.

### *New from next month...*

From July we are offering **free drop-in sessions** on our featured course. [See below for details](#)

[Click](#) to see a printable version of this newsletter.

*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.*

### Next month's featured course

Our featured course is **Word Standard 2007**.

In this course you will learn how to work effectively with Microsoft Word, equipping you with essential word processing skills for business. You will learn how to

- Create new documents and change existing ones
- Change the look of a document and use tables
- Use styles, create headers and footers and number pages
- Insert pictures and graphics



### User tip of the month:

*Use the Thesaurus to say it another way.*

Ever type a sentence and feel that the wording is not quite what you wanted? Select the word that's bothering you, and click **Review** tab, then **Thesaurus** in Word 2007 (or **Tools, Language, Thesaurus** in Word 2003). You will be shown a list of related words. Click the arrow beside the one you prefer and use the **Insert** option to replace your word.

The words in the thesaurus are also links to their own lists of alternative words, so you can follow the thread until you finally have the perfect wording.

**Like this tip? Want to give us a tip? [Let us know...](#)**

### Smile, you're on AutoCorrect



When you type in Microsoft Word, and make mistakes like capitalising 2 letters instead of one at the start of a sentence, or mixing up the letters in words like "and" and "the", these little accidents are cleared up for you by the **Autocorrect** feature. It is also what causes :) to turn into ☺.

You can use the AutoCorrect feature to help you in all sorts of other ways. For example, do you often need to insert a symbol which is not on your keyboard? Or do you cause embarrassment by miss-typing your client's name?



- Set up a mailing list and be able to mail a document to those on your list

[Click](#) to view the full course content.

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

Date: **Thursday 9<sup>th</sup> July 2009**  
 Venu: **ACS, Balnagask Road, Aberdeen**  
 Time: **9:00 to 16:00**  
 Cost: **£195 plus VAT per person**

[Book now](#) as there are only 4 places remaining.

***Free training!***

Visit us with your specific Word issues, or drop in to see a demo. [Click for details](#).

In Word 2003, select **Tools, Options, AutoCorrect**

or

In Word 2007, click the **Office button**, then **Word Options**, then click the **Proofing** link, and the **AutoCorrect Options** button.

You should see the AutoCorrect panel, and a long list of all the things Word is ready to correct. You can add anything you want to correct in the left hand box, and the way you want it to look on the right.

If you frequently need to refer to temperatures in °C, you could type **degc** on the left and copy and paste °C on the right. When you type 25 degc it will change automatically to °C.

So help is at hand for all employees of ARES Ltd with mixed-up fingers.

**Other scheduled courses**

[View](#) our course diary for the coming month. We have courses scheduled in **July** for **Excel, PowerPoint, Access, Outlook, SharePoint** and **Dreamweaver**.

In addition to our scheduled courses, we can arrange training on any of our topics. Please 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.**



***Free Training!***

Come and try our new drop-in sessions

From July, once a month on a **Wednesday** between **4 & 5** or **7 & 8** pm you will have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.

This month the topic is **Word 2007**, and the sessions are on Wednesday 15<sup>th</sup> July.

Booking is essential, so [click here](#) to book your place. Call 01224 330560 for further information or visit our [website](#).

*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).