

News

This month we are inviting you to take advantage of the strong database skills in our team. Our featured course is [Basic Microsoft Access](#), and it provides an introduction to working with databases using this powerful desktop tool.

Wanted!

Owing to our recent expansion, Nicholson Solutions would be interested to hear of any office space available within easy reach of Kingswells.

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:

Make an Access form open automatically on start-up

You can nominate a form to be displayed as soon as an Access database is opened. Open your database and select **Tools, Startup**. In the **Display Form/Page** field, select the form you want to display, e.g. a main menu form. You can also set a name to show in the title bar of your application, and other properties). Click **OK** and close your database.

Next month's special offer

Our featured course is **Basic MS Access: An Introduction to Databases**. Develop your skills in working with existing Access databases.

Topics include:

- Principles of database design
- Tables: field types, navigation, filtering and sorting
- Forms: form operations and navigation
- Queries: extract sets of data
- Introducing reports

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

You can assess your own skills against the related ECDL module (module 5: Database) using our [skills assessment](#).

Date: **Tuesday 8th May 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

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

Special offer! Book a place on this course and receive a **free** follow-up session using our [Runawaymouse.com](#) training-by-telephone technique, worth £33.

Sharing Access

Those of you who are fans of Access may be familiar with this scenario: you have created a database that you're proud of, and convinced your team it's the best thing since sliced bread, so naturally they all want access to it.

Suddenly things don't seem so smooth: people are locking each other out and are not able to save data, and if you're unlucky the database may corrupt.

Moving from single-user access to multi-user access requires a little bit of organization.

Firstly, the database tables must be separated from the forms and reports, and live in a central location.

Then the file containing the forms, reports and all other objects must be linked to the tables in their new location, then copied to each user's computer.

This creates a client-server set-up for your database which should allow a group of people to enjoy your fabulous database design.

Lastly, you need to manage updates to your forms and reports. Any change you make at your own computer will have to be copied out to all parties, and you may wish to control who can alter forms and reports.

With over 10 years of Access database development, Nicholson Solutions can support your use of this powerful tool at any level.

Other scheduled courses

Microsoft Excel Standard: a comprehensive introduction to Excel. View the course content [here](#).

Date: **Wednesday 16th May 2007**
Venue: **Evolve Training Centre, Dyce**
Time: **9:00 to 16:00**
Cost: **£175 plus VAT per person**

This course currently has 4 places remaining


Word Advanced: Creating professional documents in Word.

View the course content [here](#).

Date: **Friday 1st June 2007**
Venue: **Evolve Training Centre, Dyce**
Time: **9:00 to 16:00**
Cost: **£175 plus VAT per person**

This course currently has 4 places remaining.

You can also contact us for training in **Word, Excel, Outlook, PowerPoint, Project, Sage** and **Adobe Acrobat** courses. Why not arrange a course for a group of your staff?

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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