



Welcome

This month we are celebrating a mixture of new and old. Having joined BNI's new chapter in Westhill (see [news](#) page for details) we are establishing new links with our fellow members, and at the same time we are busy with repeat business from our valued existing customers.

Meanwhile Office 2007 continues to spread and we are introducing more and more people to the delights of the new style user interface. Want to try before you buy? [Drop us a line](#).

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:

Live preview of styles in Word 2007

Word 2007 displays formatting styles in a **gallery** which shows you a preview of each style within the menu. The **Live Preview** feature means that as you move your mouse over the styles, your text is temporarily displayed in the style you are pointing at. While this gives you a useful preview, you also need to remember you have not actually applied the style until you click on it.

Next month's special offer

Our featured course is **Microsoft Word 2007 Advanced**. In this course you will learn how to produce professional documents efficiently by

- Formatting the text and defining styles
- Structuring a document and producing a template for consistent presentation
- Importing images and objects

You will also learn how to review and comment on a document as well as manage large documents.

[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: **Wednesday 7th May 2008**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£195 plus VAT per person**

Green Computing continued...



This month we are revisiting the Green Computing Charter, to take a look at point 4:

Establish a code of practice designed to minimise unnecessary printing.

The charter was created to raise awareness of environmental issues in the IT industry, and this, the fourth point of seven, tackles the many environmental costs of printing.

The biggest issue in printing is the use and disposal of paper. However there are other considerations like power consumption and disposal of cartridges.

Paper is the largest source of waste from most offices and a cause of greenhouse gases if sent to landfill sites. The charter challenges us to think about how much we are paying for things we throw away.

Overall use of paper in business is rising, except where companies have implemented a policy of reducing printing. This is one area where cost-savings and improving the environment are closely bound together.



Book now as there are only 4 places available.

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

Read the breathtaking statistics and the experiences of companies who have adopted a print-reduction policy and increased use of handheld devices on the Computing [web-site](#).


[Click](#) to read more about the Charter.

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **June** for **Word, Excel, Access, PowerPoint** and **Project**. If the version you require is not listed, just give us a call.


In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat** and **Sage** and **Dreamweaver** as well as all the above in version 2003. Call us to discuss your requirements.

This month's book recommendation



We normally recommend straightforward user guides, but this time we are pointing you in the direction of the heavyweight we have been using as a reference when developing our Office 2007 training materials. In the same series there are also individual references on Word, Excel etc. We have found it well put together, and a valuable resource. Click the picture to see it on Amazon.

You can also contact us for training in **Word, Access, Outlook, 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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