



**Welcome!**

This month we are featuring Microsoft Access, the desktop database management system. Lots of people who use Microsoft Office will never need to use Access, but those who do would hate to be without it. They are also likely to find that their IT departments would prefer them to be without it. Learn more about the highs and lows of Access

[in our article](#). Also [Try out our tips](#) and [View our courses](#).

We have solid Microsoft Access skills on our team, so we are delighted to discuss any specific requirements you have.

*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:*

*Keep drawn shapes and lines on the straight and narrow*

This tip is for you if you create Access forms or reports, or PowerPoint slides using drawn objects (the same tools are available in Word). If you need to create a square, draw a rectangle while holding down the Shift key. The proportions will remain even so the result is a square.

If you need to draw a circle, draw an ellipse while holding down the Shift key. This will create a perfect circle.

If you need to draw a straight line, and avoid annoying steps in it, draw your line while holding down the Shift key. This will force your line to be horizontal, angled at 45 degrees, or vertical, according to how you draw it.

[Click](#) to comment on this tip, or let us know one of your own.

**Next month's featured course**

Our featured course is **Access Standard 2007**. This course is for those who need to work with Access databases, entering data, querying the databases and reporting from it. You will

- gain a basic understanding of database design
- view, sort and filter data in tables
- be introduced to form operations and controls
- use queries to extract sets of data
- develop report building skills to produce meaningful reports

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

**Access-ability**



Love it or hate it, there are some places where Access just shines out as a handy tool. For example, if you have a corporate system which contains masses of useful information, but you can't find a way to ask it for the details you need. If you are allowed to link into its database for read-only use, then Access would be a good tool to allow you to query and report from the database.

If you need to pull data from a spreadsheet into a corporate system, but it's not quite in the right format, Access can talk to both of them and move the data for you.

It is great at connecting to other databases, and also to files like spreadsheets. If you are looking for permanent links to a database, then consider



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

Date: **Thursday 21<sup>st</sup> May 2009**  
 Venue: **Evolve Training Centre, Dyce**  
 Time: **9:00 to 16:00**  
 Cost: **£195 plus VAT per person**

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security issues, since some links like ODBC might not provide the level of security you require. However if you are using Access as a temporary link while transferring data this should not be such a concern.

One of the reasons companies adopt a "no Access databases" policy is their concern about important information being held in local databases by different people in the organisation, when the company would benefit from having this data in a central place. The reason people do this is usually to do with some real or perceived inflexibility in the central system.

If Access was linking in to the central system, rather than separately duplicating information that should be held there, then perhaps it would provide the querying required, and provide it very cheaply too.

If you want some help moving data or connecting from Access to other databases, take advantage of our extensive experience and give us a call on 01224 330560.

## Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **November** for **Word, Excel, PowerPoint, Contribute** and **Outlook**.

In addition to our scheduled courses, we can arrange training on any of our topics on a date to suit you. Other titles include **Microsoft Access, SharePoint, Adobe Acrobat** and **Sage**. 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.

## This Month's BNI member slot

Shaw Trust is the largest not-for-profit employment organisation in the UK with over 25 years experience in offering cost-effective recruitment / retention solutions.

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**Interested?** Then you need to speak to Clark Boles on 07595 215060 or e-mail [clark.boles@shaw-trust.org.uk](mailto:clark.boles@shaw-trust.org.uk)



*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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