



April 2010



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Welcome

Welcome to Nicholson Solutions monthly newsletter!

You'll see that you can now follow us on twitter where we will be promoting our handy hints and tips as well as upcoming courses and taster materials over the coming months.

In this month's newsletter we're focusing on how you can produce professional reports efficiently in MS Word.

You can now follow us on [Twitter](#)



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[Click](#) to see this month's news on our website.

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

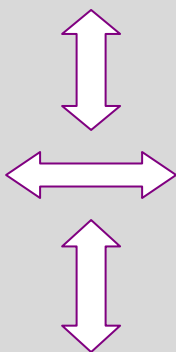
Tip of the month...

Change the orientation of a page part-way through a document

You can change the page layout of a document to Landscape just for the pages where you need it, then change back to Portrait.

At the point where you need to change, select **Page Layout Tab, Break**, then under **Section Break**, select **Next Page**. Click on the new page, on the **Page Layout Tab**, select **Orientation**, select **Landscape**. If you need to change back after a few pages, insert another break, and select Page Layout as **Portrait** for the following pages.

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use **MS Word**.



Produce Professional Reports in MS Word



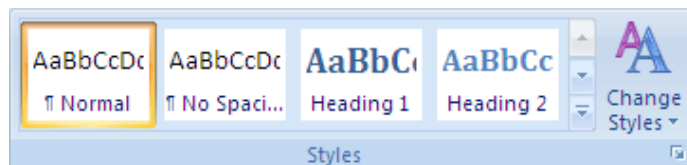
Producing a professional, quality written report can be the key to the success of your document. Whether it is a project report, business tender or evaluation, the value of your report is directly related to the report's ability to persuade the reader to whom it is directed.

It is more likely to persuade the reader if it is easy to read and has a professional appearance.

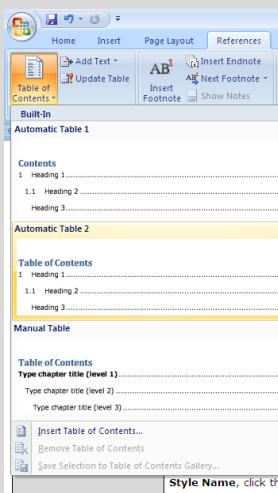
Each section of the report should have a Topic Heading to correspond with the various components of the report.

Often people manually create topic headings and then create their own contents page but MS Word can provide a much more efficient and professional solution...saving you time and hassle.

In order to produce the Table of Contents you have to first mark the section headings. The easiest way to do this is by using the built in Heading Styles.



- Type the text of your section title. On the Home tab, in the Styles group, select the **Heading 1**.
- For each sub-section in this section, type the title then select **Heading 2 style**.
- If your sub-sections are further divided, use **Heading 3 style** for these titles.



If you don't see the style that you want, click the arrow to expand the Quick Style gallery. If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

Once you have created all your sections using heading styles you can build your **Table of Contents**:

Click where you want to insert the table of contents, usually at the beginning of a document.

On the References tab, in the Table of Contents group, click Table of Contents, and then click the table of contents style that you want.



[See our full training diary](#)



This will build your professional Contents Page from the sections from within your report and can automatically update as you make changes within the document.

Current Training News

The government's new initiative enabling employees to **request time for training** from their employers was launched on 6th April....[Read More](#)

There are currently 10 million people in the UK who have never been online – The Race Online 2012 aims to get as close to 100% of the UK population online by the Olympic Games 2012. The internet has provided users with information and new ways of making daily transactions such as shopping, banking, access to community information and communication tools. Nicholson Solutions has already helped a number of older people access the internet helping them to keep in contact with friends and access new information.

For more information click [here](#).

Next month's featured course

Our featured course is **Microsoft Word Advanced**.

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

Date: **Thursday 6th May**

Venue: **ACS, Balnagask Road**

Time: **9:00 to 16:00**

Cost: **£210 plus VAT per person**

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

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

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in April for **Sage, Project, Excel, Dreamweaver** and **SharePoint**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Outlook**. 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.

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at your own computer.*

*Recommend us to your friends and get a free
lesson. (one free session per referral following confirmation
of a course booking).*