

News

Welcome to the first edition of our monthly newsletter, which will keep you informed of each month's scheduled training courses and special offers.

Also from our experience of helping businesses to use their software effectively, we have created a number of business tips and case studies from which we will include a sample each month.

You are receiving this because you have previously purchased training from [Nicholson Solutions](#). If you don't wish to receive this newsletter in future, or if it should go to someone else in your organisation, just [email](#) and let us know.



User tip of the month:

Enter today's date in Excel or Access

Do you find typing dates a pain? If you want to enter today's date quickly and easily into an Excel worksheet or an Access database, just type **Ctrl** and **Semi-colon** together (**CTRL+;**).

Next month's special offer

Our featured course is **Excel Standard**. In this course you will learn how to enter, format, sort, group and chart data, and how to create formulas to produce results from your data.

[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 6th September 2006**

Venue: **Evolve Training Centre, Dyce**

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

Cost: **£160 plus VAT per person**

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

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

Holiday hitches?

Has your business struggled with staff absence for holidays? More importantly, have your clients noticed? At this time of year we often receive calls for help because the only person who knows how to deal with something is on holiday.

Key tasks

You may feel comfortable with computer skills in your organisation on a day to day basis. However to defend this comfortable position you need to identify the weak spots where only one person can perform a particular task. Imagine if that task was using Sage to generate invoices! What impact would that have on cashflow?

Procedures and training

The best defences against holiday hitches are procedures and training. Procedures for key tasks give the stand-in member of staff a sound method to follow, but they may still need to know how to use specific software for the task. Are your key operations protected with adequate training?

Other scheduled courses

Excel Advanced (based on ECDL Advanced). View the course content [here](#).

Date: **Wednesday 30th August 2006**
Venue: **Evolve Training Centre, Dyce**
Time: **9:00 to 16:00**
Cost: **£160 plus VAT per person**

This course currently has 2 places remaining.

PowerPoint Standard (based on ECDL). View the course content [here](#).

Date: **Wednesday 4th October 2006**
Venue: **Evolve Training Centre, Dyce**
Time: **9:00 to 16:00**
Cost: **£160 plus VAT per person**

This course currently has 4 places remaining

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 via our training-by-telephone service Runawaymouse.com