

Welcome

This month we respond to your comments on things you love to [hate](#) on your computers. You can still send us your burning computer issues, and we will try to soothe the pain.

We have also introduced a book [recommendation](#) and hope to bring you worthwhile suggestions each month.

Do you know someone who would like to receive this newsletter? Follow the newslink on our [website](#) to request the newsletter, and receive **free** weekly tips on the Office topic of your choice for one month.

[Click](#) to see a printable version of this newsletter.

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:

Change the colour of worksheet tabs in Excel

If your workbook contains many worksheets, it can be useful to colour-code the tab for each sheet. **Right-click** on the tab, and select **Tab Colour**.

Click on a colour on the palette and your tab will be underlined in this colour while it is active, and filled with this colour when you move to another tab.

Next month's featured course

Our featured course is **Microsoft Project: Standard**.

This is one of our most popular courses, for the simple reason that you can save a lot of time and headaches by getting a bit of help in finding your way into Project.

Many of our training delegates mention increased confidence in their feedback, because if you don't know your way around Project, but you receive plans from other people, you can be rightly nervous that you might break them!

Project is the tool to learn, whether you need to track progress on a project in detail, or just create projections for a bid process.

See our book recommendation [below](#), or [click](#) to view the full course content.

Date:	Wednesday 5th September 2007
Venue:	Evolve Training Centre, Dyce
Time:	9:00 to 16:00

I hate it when...

Thanks to those who contributed their favourite gripes with their computers in response to last month's newsletter.

We will tackle 2 of them here, and more next time:

- The time your computer takes to start up, and
- The battery life of your laptop

Start-up time

My first thought on considering how long a computer takes to start up was that it depends on what you're asking it to do.

Does your system tray look busy?



That's the area beside the clock.

Programs which show in here are loaded at start-up, so that they are quick to launch when you need them. The cost of having them ready to hand is the time they take to load on startup.

However following that I decided to ask the experts and here is a useful page from [PCTuneUpTips](#).

Battery life


There are two main things to know about getting life out of your laptop battery:

Cost:	£185 plus VAT per person
<p>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.</p>	
<p>Advances in battery technology do produce longer battery life, but advances in hardware and software mean that we place more demands on them, so we can cancel out the improvement. The performance of a lithium battery is directly dependent on the conditions in which it is used over its life. Click here to get tips on extending battery life, and here to get technical on lithium batteries.</p> <p>...and by the way, if you decide to buy a new battery, please dispose of your battery via an appropriate council waste centre.</p> <p>Call Nicholson Solutions to discuss any of these in more detail.</p>	



<p>Other scheduled courses</p> <p>View our course diary for the coming month, or call us to arrange a course for your staff.</p>	<p><i>This month's book recommendation</i></p> <div style="display: flex; align-items: center;">  <div> <p>We recommend Microsoft's Step by Step series for finding your way around Microsoft software, and think the Project volume is particularly good. These books work both Step by Step and as a reference (sample files provided on CD don't require you to have completed previous sections). Click the picture to see more versions and to buy from Amazon.</p> </div> </div>
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You can also contact us for training in **Word, Access, PowerPoint, Excel, 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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