



## Welcome

This month's newsletter

[Help you to be slick in Excel](#)

[Help you learn more in Excel](#)

[Manage the battery life of your laptop](#)

Last month we asked for reactions to Office 2007 from those who have taken the plunge. Thanks to those who contributed. The responses vary from people who have moved from older versions of Office liking the fresh look of the new user interface, to those who are used to Office 2003 not being very receptive!

Let us reassure you, it is possible to get used to it! (Though you may find you make more use of keyboard shortcuts and right-click menus than ever before).

*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:  
A selection of  
Excel keyboard  
shortcuts*

These shortcuts came up during an Advanced Excel course, where we all picked up a few useful tips from each other. Try speeding up your Excel day with these:

Select the whole of the current column:

**CTRL+SpaceBar**

Select the whole of the current row:

**SHIFT+SpaceBar**

Insert a row: **CTRL+SHIFT++**

Insert today's date: **CTRL + ;**

## Next month's featured course

Our featured course is **Excel Advanced 2007**.

In this course you will develop your skills in using spreadsheets to develop the most effective solutions for your needs. You will learn how to

- Format and protect your workbooks and formulae
- Import and analyse data
- Use advanced charting options
- Understand and create simple macros
- Use Excel's auditing tools

[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](#).


## Avoid laptop battery let-downs

Even if you never use your laptop while lounging on a beach, swinging in a hammock, or sprawling on your bed, there is still good reason to "free the laptop" as the advert says, at least from mains power. (By the way if you've ever tried these positions, you've probably discovered why the idea of desks caught on).

Your laptop is designed to be portable. If you use it connected to the mains power supply all the time, then when you try to go mobile, your battery may let you down.

Unlike older nickel-based batteries, modern Lithium-based laptop batteries have no problem with being only partially discharged before being recharged. However an occasional full discharge is necessary in order to keep your laptop fuel-gauge accurate (it will lose calibration if it never gets a full discharge).



<p>Date: <b>Thursday 4th September 2008</b>          Venue: <b>Evolve Training Centre, Dyce</b>          Time: <b>9:00 to 16:00</b>          Cost: <b>£195 plus VAT per person</b></p> <p><a href="#">Book now</a> as there are only 4 places available.</p> <p><b>Special offer!</b> Bring a friend and get a discount. Get 20% off your place for each additional person you book.</p>	<p>The main thing affecting the overall life of your battery is heat, and it gets lots of heat if it's connected to mains all the time. So for best performance, consider the following steps.</p> <p>Tackle the basics first: Visit <b>Start, Control Panel, Power Options</b> to check how your laptop is set to behave when on battery. Keep the time intervals short, e.g. 5 minutes.</p> <p>More advanced: Consider what processes are running and keep it to a minimum when in mobile use.</p> <p>Remove the battery whenever connected to mains: If you can do this and still have a charged battery whenever you need one, then you are very organised!</p> <p>Source: <a href="#">Isidor Buchmann, Cadex Electronics Inc. How to prolong lithium-based batteries</a></p>
<p><b>Other scheduled courses</b></p> <p><a href="#">View</a> our course diary for the coming month. We have courses scheduled in <b>September</b> for <b>Word 2007, Access 2003, Project, PowerPoint and SharePoint.</b></p> <p>In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include <b>Dreamweaver, Outlook, Adobe Acrobat, Adobe Contribute</b> and <b>Sage</b>. Call us to discuss your requirements.</p>	<p><b><i>This month's BNI member slot</i></b></p> <p>In this section we offer our fellow BNI chapter members the chance to let you know about their businesses.</p> <div data-bbox="842 1218 1342 1335" data-label="Image"> </div> <p>Showroom 147 - 149 Hutcheon Street, Aberdeen AB25 3RY          Also at: Unit 15 Marybank Lane Dundee DD2 3DY          Tel. 01224 645361 / 643364 Fax. 01224 643647          Tel. 01382 622407 Fax. 01382 624344</p> <p>Email: <a href="mailto:sales@sdalimited.com">sales@sdalimited.com</a>          Website: <a href="http://www.signdesigns.co.uk">www.signdesigns.co.uk</a></p>
<p>You can also contact us for training in <b>Word, Access, Outlook, PowerPoint, Dreamweaver, SharePoint, Sage</b> and <b>Adobe Acrobat</b> courses. Why not arrange a course for a group of your staff?</p>	
<p><i>All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service .</i></p> <p><i>Recommend us to your friends and get a free training session worth £33</i>          (one free session per referral following confirmation of a course booking).</p>	



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