



**Welcome**

This month we are featuring the wonderfully versatile Microsoft Excel: a tool which lots of us rely on daily, and which has huge scope for creating labour-saving solutions. So whether you are into lists, look-ups or long formulas why not

- [Try out our tips](#)
- [View our courses](#)
- [Automatically apply colour in Excel](#)

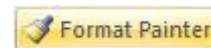
We have both Excel Standard and Advanced courses running in September. The scheduled courses are in Excel 2003, but we are delighted to arrange Excel 2007 courses on dates to suit you.

*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:*

*Format painter and conditional formatting*



You can use the Format Painter in all Microsoft Office applications to copy formatting you have applied in one place, and paint it onto another place. (Find it beside Cut, Copy and Paste).

In Excel, the Format Painter gets extra strength: it can copy all the conditional formatting rules you have applied to a cell, and apply them down a column, or across a row.

So if you tell your cell to show green when the value is above the average for the column, and red when it is below it, you can quickly apply this rule to the whole column.

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about conditional formatting.

**Next month's featured course**

Our featured course is **Excel Advanced 2003**.

You will explore the full power of Excel, so that you can arrange, analyse and protect your information, and present it graphically with style. You will learn how to

- Import and arrange information
- Protect formulas and whole workbooks
- Create labour-saving templates
- Explore advanced charting options
- Analyse data in pivot tables and pivot charts
- Record macros


**Colour up in Excel**

Do you use colour in your spreadsheets? Would you like Excel to apply the colour automatically? There are many uses for conditional formatting in Excel, and automatically applying font and fill colours is just a taster.

In Excel 2003 you can apply up to 3 formatting rules to any cell (see **Format** menu, **Conditional Formatting**). This would allow you, for example, to create one rule each for when a value is below a target, equal to a target, and above a target.

In Excel 2007 conditional formatting has opened up so that you can create as many rules as you



<p><a href="#">Click</a> to view the full course content.</p> <p>Are you ready for Advanced Excel? Check your skills using our assessments. See if you have all the foundation skills in place: <a href="#">Excel Standard</a>, or see how much you know from the <a href="#">Advanced course</a>.</p> <p>Date: <b>Thursday 10<sup>th</sup> September 2009</b>          Venue <b>ACS, Balnagask Road</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 remaining.</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>require (see <b>Home</b> tab, <b>Conditional Formatting</b>). Perhaps your spreadsheet contains order details, and you want to highlight information differently depending on 4 statuses the order can have: Approval, Ordered, Received, Checked.</p> <p>The fill-colour of the order detail columns could be set to vary according to the value in the Status column, and this would require one rule for each status, copied across all the columns.</p> <p>To make sure your rules are applied, you could create a drop-down value list for the Status (see <b>Data, Validation</b>). This would avoid mis-typing the status, which would cause your rules to fail.</p> <p>Need help or want to know more? Give us a call on 01224 330560</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, Project, Access, PowerPoint, SharePoint</b> and <b>Sage</b>.</p> <p>In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include <b>Adobe Acrobat, Contribute</b> and <b>Sage</b>. Call us to discuss your requirements.</p> <p><b>We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.</b></p>	<p> <b>Free Training!</b></p> <p>Come and try our new drop-in sessions</p> <p>Once a month on a <b>Wednesday</b> between <b>4 &amp; 5</b> or <b>7 &amp; 8</b> pm you have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.</p> <p>This month the topic is Excel (any level and any version), and the sessions are on Wednesday 16<sup>th</sup> September.</p> <p>Booking is strongly recommended for reasons of space, so <a href="#">click here</a> to book your place. Call 01224 330560 for further information or visit our <a href="#">website</a>.</p>

*All of our courses are available as one-to-one tuition 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).