



August 2010



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Welcome to our newsletter!

Making a positive impact! Through computer skills training Nicholson Solutions have been helping clients to unlock business potential... [read](#) our Case Studies online to find out more.

Next month we'll be launching some new courses focused on promoting and developing your business...watch this space!

Meanwhile, how do you measure up in charts? In this month's newsletter brush up on your chart skills and learn how you can arrange raw data and create instant, accurate and professional charts first time!

[Try out our tips](#)

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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...

Instant charts in Excel

The quickest way to create a chart in Excel is to select a cell in the range of data you want to chart and press Alt+F1. A default column chart will be created on the same sheet as your data.

To create an instant chart on a sheet of its own click in the data range then press F11 (no Alt key required).

If you want a different type of chart to be created when you use these key combinations, right-click on your chart and select Change Chart Type. When the Chart Type dialog is displayed, select the chart type you want, and then click the Set as Default Chart button.

[Email us](#) if you want to give us a tip, tell us more about



Set as Default Chart

*this tip, or find out more about smart ways to use **Excel**.*

Excel charts: preparing your data

If you don't get good results when you create your instant chart as described in the tip above, it's probably because your data is not laid out in a way that is helpful to Excel's charting engine.

The best way to lay out data for plotting in a chart is to have it completely tabular, i.e. neat rows and columns with no gaps. If you prepare the data this way, you should be able to click anywhere on the data range to be plotted then insert the chart, and it will detect the full range of data automatically.

Here are some guidelines for preparing your data for charting.

Titles

The charting engine will not appreciate blank rows in your data. If you leave a blank row between your column titles and the data, the titles will not automatically appear on your chart.

Blank rows

If you have any gaps in the middle of your data you will need to select the whole range before inserting your chart, since the automatic selection will stop at the first gap. You will also see blanks in your chart for the rows where there was no data.

Merged cells

If you have merged cells anywhere in your chart data range, Excel will try and work around them but you are likely to find that they do not help your chart. Basically merged cells need to go in order to get neat tabular data.

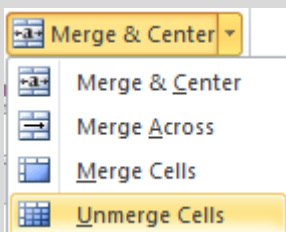
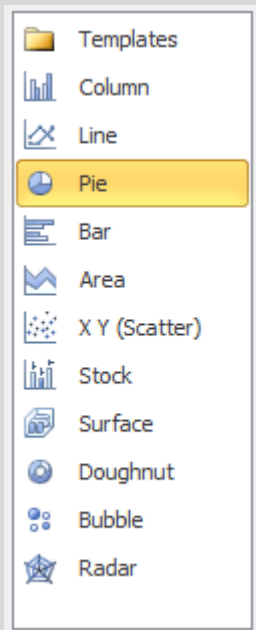
Axis labels versus data series

If you have data which you want to use as axis labels, but Excel insists on including it as a data series, try removing the title from this column.

Totals

If your data columns have totals at the bottom, you almost certainly don't want to include these in your chart, since they will distort your chart with one large column or slice, and prevent a meaningful comparison between the component parts.

Further help



The charting tools are wonderfully powerful but there are a lot of details to take in, so if you want to practice with some expert help, why not [contact us](#) for an on-line lesson with one of our tutors.

NSL Last Minute Deals

Last minute places available for the following courses (prices exclude VAT):

- Microsoft Excel 2007 Standard Wed 8th September £200

Please [book me a place](#).

- Sage Accounts Friday 17th September £230

Please [book me a place](#).

Next month's featured course

Our featured course is *Microsoft Excel Advanced*.

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

Date: **Thurs 9th September**

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 15% off your place for each additional person you book.

Other scheduled courses

Computer Skills Training

Training courses

Training diary

Skills assessments

[See our full training diary](#)



[View](#) our course diary for the coming month. We have courses scheduled in August for **Sage, Access, Word, PowerPoint** and **Project**.

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 for tutor-led groups of up to 4 people.

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